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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह असंग संकलन के रूप में रखा जा सके

(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III - खण्ड 4

PART III--SECTION 4

विभिन्न निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें अधिसूचनाएं, आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं
Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices
issued by Statutory Bodies

श्रम और पुनर्वास मंत्रालय

(श्रम और रोजगार विभाग)

खान सुरक्षा महानिदेशालय

धनबाद, दिनांक 17 मितम्बर, 1971

आदेश

सं० जनरल/17434-जी०--कोयला खान विनियम, 1957 के विनियम 191 और धातुत्पादक खान विनियम 1961 के विनियम 182 के अनुसरण में और इस विषय में सभी आदेशों को अधिकृत करने हुए, मैं एच० बी० घोष, खान-मुख्य निरीक्षक, एतद् द्वारा खानों में नियोजित कर्मचारियों के प्रयोग के लिए निम्नलिखित प्रकार के संरक्षक जूते अनुमोदित करता हूँ, अर्थात्:--

1. खनिक सुरक्षा चमड़े के बूट और जूते जो भारतीय मानक विशिष्टियां आई० एस० : 1989-1967 जिन पर भारतीय मानक संस्थान का प्रमाणीकरण चिह्न और खान सुरक्षा के महानिदेशक का अनुमोदन चिह्न लगा हो, निम्नलिखित फर्मों द्वारा विनिर्मित :

(क) मेमर्स ग्लेस क्रिड (इन्डिया) प्रा० लि०, 75, गणेश चन्द एवेन्यू, कलकत्ता-13।

(ख) इन्डियन ट्राफ्ट एण्ड इन्डस्ट्रीज, जी० 35, तिरुवामुदीन वेस्ट, नई दिल्ली-13।

(ग) मेमर्स टैनरी एण्ड फुटवेयर कारपोरेशन आफ इन्डिया लि०

13/400, सिविल लाइन्स, हजारि बंगला, कानपुर।

(घ) स्त्री इन्डस्ट्रीज, पोस्ट बावस सं० 306, कानपुर।

(ङ) मेमर्स स्त्री लेदर प्रोडक्ट्स (प्रा०) लिमिटेड, 112/297, स्वरूप नगर, कानपुर।

2. खनिक सुरक्षा रबड़ कनवास बूट जो भारतीय मानक विशिष्टियां आई० एस० : 3976-1967 के अनुसार जिन पर भारतीय मानक संस्थान का और खान सुरक्षा के महानिदेशक का अनुमोदन चिह्न लगा हो--
मेमर्स दाटा एं कम्पनी (प्रा०) लि०, पोस्ट बावस सं० 8913, 6 ए. सुरेन्द्र नाथ बैनर्जी रोड, कलकत्ता-13।

सं० जनरल/17435-जी०--कोयला खान विनियम, 1957 के विनियम 157 के उप-विनियम (4) और धातुत्पादक खान विनियम, 1961 के विनियम 151 के उप-विनियम (4) के अनुसरण में मैं एच० बी० घोष, खान मुख्य निरीक्षक, एतद् द्वारा खनिक टोपी लैम्प में प्रयोग किए जाने के लिए निम्नलिखित बल्बों को अनुमोदित करता हूँ:--

| व्यापार नाम | विनिर्देश | विनिर्माता |
|-------------|---|---|
| 'क्रोमेट' | 4 वाल्ड्स, 0.8 एम्पस, 28 लुमेन्स, इन्डस्ट्रीज लि० 131 200 घटा टेम्प लाइफ। | मेमर्स मित्तल चर बत्त बवाली रोड, देहरादून, यू० पी०। |

एच० बी० घोष

खान मुख्य निरीक्षक

कर्मचारी राज्य बीमा निगम

नई दिल्ली, दिनांक 17 मई 1972

सं० ईन्स० 12(1) 1/71—कर्मचारी राज्य बीमा अधिनियम, 1948 (1948 का 34) की धारा 97 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, कर्मचारी राज्य बीमा निगम, कर्मचारी राज्य बीमा (सामान्य) विनियम 1950 के संशोधन का निम्नलिखित मसौदा जैसा कि उक्त धारा की उपधारा (1) के अनुसार अपेक्षित है उन सभी व्यक्तियों की सूचनार्थ प्रकाशित करती है जोकि उसके द्वारा प्रभावित होने वाले हैं और यह नोटिस दिया जाता है कि शोधन के मसौदे पर तारीख 16 जून, 1972 या इसके पश्चात् विचार किया जायेगा।

कर्मचारी राज्य बीमा (सामान्य) विनियम, 1950 के संशोधन का मसौदा

“कर्मचारी राज्य बीमा (सामान्य) विनियम, 1950 के विनियम 10 के खण्ड (1) के पश्चात् निम्नलिखित खण्ड (1 क) जोड़ा जायेगा :

(1 क) “यदि खण्ड (1) के उपखण्ड (ड) तथा विनियम 10(1) के आदेशों के अन्तर्गत निगम के अध्यक्ष द्वारा मनोनीत नियोजकों/कर्मचारियों का प्रतिनिधित्व करने वाला कोई सदस्य क्षेत्रीय मण्डल की किसी बैठक में उपस्थित होने में असमर्थ है तो वह बैठक में उपस्थित न होने की असमर्थता के कारण को लिखित रूप में अपने हस्ताक्षर करके क्षेत्रीय मण्डल के अध्यक्ष को बैठक की निर्धारित तिथि से कम से कम सात दिन पूर्व भेज सकता है तथा क्षेत्रीय मण्डल की उस बैठक में उपस्थित होने के लिये अपने स्थान पर उसी संस्था का कोई और प्रतिनिधि नियुक्त कर सकता है जिसका कि वह स्वयं प्रतिनिधित्व करता हो। इस प्रकार नियुक्त किया हुआ वह प्रतिनिधि अपनी नियुक्ति के विषय में अध्यक्ष की स्वीकृति प्राप्त होने पर बैठक में उपस्थित हो सकता है। इस प्रतिनिधि को उस बैठक के लिये सभी प्रकार के अधिकार होंगे तथा वह शुल्क एवं भत्ते आदि के लिये जिसके कि क्षेत्रीय मण्डल के सदस्य अधिकारी होते हैं, अधिकारी होगा परन्तु उसकी उपस्थिति कर्मचारी राज्य बीमा (सामान्य) विनियम, 1950 के विनियम 10(6)(1) के अन्तर्गत सदस्य को अपने कर्तव्य से मुक्त नहीं करती”।

दिनांक 19 मई 1972

सं० ईन्स० 1.22(1)-2/72 (10)—कर्मचारी राज्य बीमा (सामान्य) विनियम, 1950 के विनियम 5 के उपविनियम (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, महानिदेशक ने यह निश्चय किया है कि निम्न अनुसूची में निर्दिष्ट क्षेत्रों में वर्ग

‘ए’, ‘बी’ तथा ‘सी’ के लिये प्रथम अंशदान एवं प्रथम लाभ अवधियां नियत दिवस 20 मई, 1972 की मध्यरात्रि को बीमा योग्य रोजगार में लगे व्यक्तियों के लिये प्रारम्भ व समाप्त होंगी जैसा कि निम्न सूची में किया गया है :—

| वर्ग | प्रथम अंशदान अवधि | | प्रथम लाभ अवधि | |
|------|-------------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| | जिस मध्य रात्रि को प्रारम्भ होती है | जिस मध्य रात्रि को समाप्त होती है | जिस मध्य रात्रि को प्रारम्भ होती है | जिस मध्य रात्रि को समाप्त होती है |
| ए | 20-5-72 | 29-7-72 | 17-2-73 | 28-4-73 |
| बी | 20-5-72 | 30-9-72 | 17-2-73 | 30-6-73 |
| सी | 20-5-72 | 25-11-72 | 17-2-73 | 25-8-73 |

अनुसूची

उत्तर प्रदेश के इटावा परगना, तहसील तथा जिले में राजस्व ग्राम इटावा सहित इटावा।

बी० आर० मदान,
उप बीमा आयुक्त

बी इन्स्टिट्यूट आफ कास्ट एण्ड वर्क्स**एकाउन्टेन्ट्स आफ इन्डिया**

कलकत्ता-16, दिनांक 25 अप्रैल 1972

(कास्ट एकाउन्टेन्ट्स)

सं० 39-सी० डब्ल्यू ए० (36) 72—बी कास्ट एण्ड वर्क्स एकाउन्टेन्ट्स रेग्युलेशन, 1959 में दी कास्ट एण्ड वर्क्स एकाउन्टेन्ट्स अधिनियम, 1959 (1959 के अधिनियम संख्या 23) की धारा 39 की उपधाराओं (I) के द्वारा दिये गये अधिकारों का प्रयोग करते हुए, बी इन्स्टिट्यूट आफ कास्ट एण्ड वर्क्स एकाउन्टेन्ट्स के परिपद् ने दी कास्ट एण्ड वर्क्स एकाउन्टेन्ट्स रेग्युलेशन, 1959 में निम्न संशोधन किया है जो उपरोक्त धारा की उपधारा (3) के अनुसार प्रकाशित हुआ और जिसका केन्द्रीय सरकार ने अनुमोदन किया है।

कहे हुए रेग्युलेशन में :

वर्तमान रेग्युलेशन 30 के उप-विनियम (2) में निम्नलिखित स्थानापन्न किया जायेगा :

“(2) (ए०) विनियम 31 के अन्तर्गत आयोजित किसी ग्रुप के इन्टरमीडियट परीक्षा में किसी परीक्षार्थी को प्रवेश की अनुमति नहीं दी जायेगी जब तक की वह उत्तीर्ण या किसी ग्रुप या ग्रुप्स के पूर्ववर्ती में छूट पाया हो :

ब्रशते कि वह परीक्षार्थी यदि एक साथ लिया हो तो सभी ग्रुप्स में प्रवेश की अनुमति पाया हो।

(बी) विनियम 32 के अन्तर्गत आयोजित किसी एक या सभी ग्रुप के इन्टरमीडियट परीक्षा में किसी परीक्षार्थी को प्रवेश की अनुमति दी जायेगी बशर्ते कि वह उपरोक्त विनियम के उप-विनियम (I) के अनुसार प्रमाण-पत्र दे चुका हो।

विनियम 31 में वर्तमान प्रथम वाक्य के लिये निम्न स्थानापन्न किया जायेगा :—

II. जिन छात्रों का पंजीकरण अप्रैल, 1973 के पहले हुआ है वे इन्टरमीडियट के छात्र होंगे और उनकी परीक्षा निम्नलिखित विषयों और ग्रुपों में 1976 में होगी।

इन्टरमीडियट परीक्षा के वर्तमान पाठ्यक्रम

II. वर्तमान विनियम 32 के लिये निम्नलिखित नया विनियम स्थानापन्न किया जायेगा :

“32 इन्टरमीडियट परीक्षा के लिये ग्रुप्स पेपर्स और पाठ्यक्रम (अनुवृत्त) — (I) इस विनियम में निर्धारित ग्रुप्स, पेपर्स और पाठ्यक्रम के साथ पहली परीक्षा जुलाई 1974 में आयोजित की जायेगी। 1 अप्रैल, 1973 को या उस के बाद के पंजीयित विद्यार्थी की इन्टरमीडियट परीक्षा इसी विनियम के अनुसार होगी। 1 अप्रैल 1973 के पूर्व पंजीयित विद्यार्थियों की भी इन्टरमीडियट की परीक्षा 1977 से इसी विनियम के अन्तर्गत होगी।

(2) इस विनियम के अन्तर्गत किसी विद्यार्थी को किसी एक या सभी ग्रुपों में प्रवेशाज्ञा दिया जायेगा बशर्ते कि विनियम 30 में कहे हुए के अनुसार ग्रुप या ग्रुप्स में प्रवेश चाहता हो और उसके लिये प्रमाण-पत्र दे चुका हो।

(3) इस विनियम के अन्तर्गत इन्टरमीडियट परीक्षा के ग्रुप्स प्रश्न-पत्र (पेपर्स) और पाठ्यक्रम निम्नलिखित प्रकार से होंगे :

ग्रुप I

प्रश्न-पत्र I : व्यापारिक संगठन

(एक प्रश्न-पत्र समय तीन घंटा पूर्णांक—100)

ए० कार्यालय संगठन

कार्यालय प्रबन्ध : कार्यालय अवस्थिति वातावरण—आन्तरिक और बाह्य कार्यालय प्रबन्ध की पद्धति कार्यालय सारसंग्रह (मेनुअल)

कार्यालय और कार्य सुविधाओं का खाका : कमरा, प्रकाश, वायु, संचार, सामान और आवश्यक यन्त्र, कोला हल और धूली से मुक्ति, रक्षा और सफाई की आवश्यकतायें, समय और श्रम, बचत कार्यालय प्रयोजनीय यंत्र और लेखन सामग्री व्यवसाय (कार्य) (सर्विसेस) : डाक और पत्र व्यवहार के हाथ के कार्य से निवृत्तारा, टाइपिंग, फाइलिंग, सूची करना, नया करना (री-प्रडक्शन), संक्षिप्ति, संदेश —

(I) मौखिक और लिखित और (II) आन्तरिक और बाह्य, सेवाओं का केन्द्रीकरण बनाम विकेन्द्रीकरण, मंत्री सम्बन्धी व्यवहार, प्रशासन, संगठन, कर्तव्य और अधिकार का समर्पण नियोजन और कार्य की गति, कार्य करने का स्तर और कार्य-क्षमता का माप केन्द्रीयकृत और विकेन्द्रीयकृत नियंत्रण, सुरक्षा, गुणवत्ता, लेखकीय दिनचर्या (क्लर्कीथिल सटीन्स), प्रपत्र का रूपांकन, रोकड़ और साख नियंत्रण, क्रय, विक्रय बीजक और लेखा करना।

कर्मचारी वर्ग : कार्य और कुशलता के अनुसार कर्मचारी वर्ग का आकार, नई भर्ती, पारिश्रमिक, प्रोत्साहन, प्रशिक्षण, अनुशासन, पर्यवेक्षण, मूल्यांकन करना, पदोन्नति और निवृत्ति, काम करने की स्थिति, चिकित्सा-सम्बन्धी, लाभ और कल्याण व्यवस्था, कार्यालय समिति, कर्मचारी संघ और संयुक्त परामर्श।

कार्यालय प्रबन्ध के लिये प्रयोग किये जाने वाले संगठन और पद्धति। सूचनायें (रिपोर्ट्स) मुद्रा, शैली और प्रस्तुति, दिनचर्या और विशेष सूचनायें, मंक्षिप्त कार्यवाही और प्रस्ताव, अभिलेख और अभिलेख संरक्षण स्थान की समस्यायें माइक्रोफिलमींग।

बी :—व्यापारिक प्रशासन और वाणिज्य और वित्त का सामान्य ज्ञान।

व्यापारिक संगठन का फर्मस : एकल व्यापारी, साझेदारी, संयुक्त स्कन्ध-प्रमण्डल (संस्थान) (निजी और सार्वजनिक), सहकारी समिति, सरकारी संस्थान (कम्पनी) सरकारी निगम आदि।

कार्य : व्यापारिक संगठन के प्रधान कार्य और व्यापार का समन्वय।

बैंकिंग और सिक्का : बैंकिंग और समझौता पत्र, विधि ग्राह्य, संकेतिक मुद्रा, मुद्रा और साख यूनिट ट्रस्ट।

व्यापार : अन्तर्देशीय और विदेशी व्यापार (निर्यात और आयात) से सम्बन्धित कार्य प्रणाली वैदेशिक विनियम।

परिवहन : परिवहन के प्रकार और बनावट—थल, वायु और जल जहाज और जहाजी सेवा, वाणिज्य-दूत-सम्बन्धी सेवा।

बीमा :—जीवन-बीमा समेत बीमा, सामान्य और विशेष औसत, औसत विवरण।

स्कन्ध :—विपणि में लेन-देन का कारबार विक्रय ; प्रचार और विज्ञापन, बाजार अनुसंधान का प्राथमिक ज्ञान विक्रय पद्धति और विक्रय समुच्चय।

प्रश्न पत्र 2 अर्थशास्त्र

(एक प्रश्न पत्र—समय 3 घण्टा—पूर्णांक 100)

ए० सामान्य अर्थशास्त्र

प्रस्तावना : अर्थशास्त्र के विभिन्न शब्दों के परिभाषा और अर्थ जैसे माल, आवश्यकतायें, मांग, पूर्ति, धन, उपयोगिता, उपभोगता की बचत आदि प्रत्यावर्तन के नियम, मर्जी नल कन्सेप्ट, स्टैटिक और डाइनमिक अर्थशास्त्र।

मांग और पूर्ति, अर्ही, मूल्य, अर्ही और मूल्य का संतुलन, मांग और पूर्ति की लोच, इनडीकरेन्स कर्म, स्टैटिक और डाइनमिक परिस्थितियों में मूल्य का अल्प और दीर्घ कालीन विश्लेषण।

मूल्य : पूर्ण और अपूर्ण स्पर्धा, एकाधिकार और ओलीगोपली परिस्थितियाँ।

उत्पत्ति के साधन : भूमि, श्रम, पूंजी और संगठन विभिन्न सिद्धान्त, खास तौर पर आधुनिक सिद्धान्त, लगान, मजदूरी, ब्याज और लाभ, साहसी का दर्जा और योग दान।

मुद्रा और बैंकिंग मुद्रा की परिभाषा, मुद्रा के प्रकार और कार्य, मुद्रा और मूल्य, मुद्रा के सिद्धान्त, मुद्रा-प्रसार और मुद्रा-संकुचन, सूचकांक, बैंक के प्रकार तथा कार्य केन्द्रीय बैंकिंग, बैंक और मुद्रा पूर्ति, बैंकों द्वारा मुद्रा नियंत्रण।

अन्तर्राष्ट्रीय व्यापार आयात—निर्यात का अन्तर देय अनार तुलनात्मक लाभ का सिद्धान्त, आर्थिक संरक्षण शुल्क अबाध—व्यापार योजना, आर्थिक विकास और राज्य, परिभाषा आवश्यकता प्रकार, योजना का उद्देश्य और तकनीकी, गठित, पूंजी, योजना और नियंत्रण विविधहोनायं प्रवर्धन, विदेशी विनियम, बड़े तथा छोटे उद्योग-धन्ये, राष्ट्रीय आय, राष्ट्रीय उत्पादन, कुल और शुद्ध, परिकल्पना अन्तर्राष्ट्रीय वित्त संस्था, व्यापार-चक्र कर के सामान्य प्रतियोग और उत्पत्ति पर प्रभाव, किसी देश की अर्थ-व्यवस्था और वितरण, माइक्रो और मीक्रो अर्थशास्त्र।

बी.—भारत के आर्थिक समस्या और विकास

उद्योग के लिए अर्थ रिजर्व बैंक, स्टेट बैंक औद्योगिक वित्त निगम, राष्ट्रीय औद्योगिक विकास निगम औद्योगिक साख और विनियोग निगम, औद्योगिक विकास बैंक भारत में अन्तर्राष्ट्रीय वित्त संस्थान और औद्योगिक वित्त।

श्रमः—भारत में श्रम की दशा, भारत में श्रमिक संघ आन्दोलन, विवाद परिशोधन और निवारण, मशीनरी, सांझीदारी, संयुक्त प्रबन्ध आदि, भारत में श्रम विधान और औद्योगिक सम्बन्ध भारतीय श्रम और उत्पादकता। भारत में योजनायें : मिश्रित अर्थ-व्यवस्था समाजवादी ढंग का समाज भारत में योजनाओं का लक्ष्य तथा उद्देश्य और शिल्पकला, विनियम साधन, सेवा नियोजन और परियोजनायें पंचवर्षीय योजनायें, योजनाओं का उद्देश्य और स्ट्रीटिज, आर्थिक जीवन में सरकार का योगदान।

विविधः—कृषि और उद्योग, बृह्द और लघु उद्योग, प्रबन्ध अभिकर्तृत्व प्रथा, सरकारी और निजी व्यवसाय, राष्ट्रीय आय, आय का वितरण, पूंजी रचना, स्टानींग रीजर्वस।

प्रश्न-पत्र 3 औद्योगिक कानून :

(एक प्रश्न पत्र — तीन घन्टा — पूर्णांक 100)

निम्न व्यवस्थापन (किसी तरह का पुनरीक्षण, संशोधन या समेकन जो समय समय पर हो सकता है) और नियम या तालिका, यदि कोई, इस व्यवस्थापन के अनुसार केन्द्रीय सरकार के प्राधिकार के द्वारा बना हो।

निर्माणी-अधिनियम : मजदूरी भुगतान अधिनियम, औद्योगिक सेवा योजना (म्यायी आदेश) अधिनियम, श्रमिकों का प्रतिकार अधिनियम : भारतीय श्रमिक संघ अधिनियम, औद्योगिक विवाद अधिनियम, न्यूनतम मजदूरी अधिनियम। कर्मी—राज्य बीमा अधिनियम, कर्मी-भविष्य-निधि अधिनियम, शिक्ष्यमान अधिनियम, औद्योगिक-आंकड़े अधिनियम।

(औद्योगिक समस्या के व्यवस्थापन के प्रयोग से विद्यार्थियों को सुपरिचित होना चाहिए। पूरा ज्ञान की अपेक्षा सिद्धान्तों को समझने पर विशेष ध्यान देना चाहिए।)

प्रश्न पत्र 4 : व्यवसायी और कम्पनी कानून

(एक प्रश्न पत्र—तीन घन्टा—पूर्णांक 100)

निम्न व्यवस्थापन (किसी तरह का पुनरीक्षण, संशोधन या समेकन जो समय समय पर हो सकता है) और नियम या तालिका, यदि कोई, इस व्यवस्थापन के अनुसार केन्द्रीय सरकार के प्राधिकार के द्वारा बना हो।

भारतीय संविदा अधिनियम, वस्तु विक्रय अधिनियम, समझौता पत्र अधिनियम, कम्पनी अधिनियम (कारबार समेटना और अपंजी-यित कम्पनियों का समापन के अध्यायों को छोड़कर) केन्द्रीय सरकार के अधिनियम के अनुसार बने नियम और तालिका, परीक्षा के छः महीने पहले के बने अधिनियम, नियम या तालिका में पुनरीक्षण, संशोधन या समेकन को छोड़कर।

व्यवसायिक समस्याओं का व्यवस्थापन और कम्पनीस से सम्बन्धी समस्याओं को प्रयोग पर विशेष ध्यान देना होगा।

पृष्ठ II

प्रश्न पत्र 5 : प्राथमिक गणित और प्राथमिक अंकशास्त्र

(एक प्रश्न पत्र — तीन घन्टा — पूर्णांक 100)

ए० प्राथमिक गणित (इसके लिये 50 अंक निर्धारित हैं)

अंक गणित : समीपता, आवश्यक अंक, गणना में सम्भव होने योग्य अणुद्धि, एलीक्वोट पार्ट्स, निश्चयन, औसत। वीज गणित : समीकरण (सङ्कुचित और वर्गात्मक) प्रमाण (रेणियों) अनुपात और रूपान्तर, इनडाईम, लघुगणक, अंकगणित सम्बन्धी और रेखा गणित सम्बन्धी विकास, अपहार (छूट) चक्रवृद्धि ब्याज, वार्षिक, ऋण परिशोध स्लाइड रूल और लघुगणक विधि सम्बन्धी टेबुल का प्रयोग।

त्रिकोणमिति : त्रिकोणमिति—सम्बन्धी प्रमाण और सूत्र, बहु-मुखी और सहायक बहुमुखी कोण, त्रिकोणमिति—सम्बन्धी प्रमाण का साधारण प्रयोग। विपरीत त्रिकोणमिति के कार्य पर साधारण समस्यायें, त्रिकोणमिति सम्बन्धी टेबुल का प्रयोग।

क्षेत्र मिति : परिधिबृत्त, परिमित दीर्घवृत्त, त्रिकोण का क्षेत्र, समानान्तर चतुर्भुज, बहुभुज क्षेत्र परिधि (वृत्त खण्ड) (सेक्टर), (भाग और एण्डुलस को लेकर) और दीर्घवृत्त अनियमित आकृति का क्षेत्र धन का आयतन और सतह, धन क्षेत्र बेलन के आकार का ठोस स्तूप, शंकु फ्रस्टम गेंद (चक्र और कटा भाग लेकर ओड़कर रींग सामान आकृति के भुजा और क्षेत्र सीम्पासन के नियम और मीड आर्कनैट के नियम, गुल्दीन या पेपस के प्रमेय।

प्राथमिक अंकशास्त्र (पूर्णांक 50)

डेटा : संग्रह, सूक्ष्म परीक्षा, संकलन, वर्गीकरण और सारणीयन अन्तर गणन, चित्र और रेखाचित्र द्वारा प्रदर्शन गणना के लिए यांत्रिक सहायता।

माप : औसत—मध्यक, माध्यिक, प्रणाली छिन्न-भिन्नकरण, तिछीपन, कुटों सीस, मोमेन्ट्स, प्रीक्वेन्स, डिस्ट्रिब्यूशन और उनके लक्षण, प्रमाणिक विचलन।

प्रश्न पत्र 6 : बुक-कीपिंग एन्ड एकाउन्टेन्सी

(एक प्रश्न पत्र — समय 3 घन्टा — पूर्णांक 100)

एकाउन्टींग के मिद्वान्त, इकहरी और दोहरी खाना, खाता वही, नक्काशे निर्माणी, व्यापार, लाभ-हानि और लाभ-हानि पर्यादान लेखा, पूंजी एवं आय के बीच अन्तर, अवमूल्यन, संचित और व्यवस्था, संचित और सिकिडग कोष, आर्थिक चिन्ता ।

चालू लेखा और यथोचित औसत दिनांक समझौता पत्र, पैकेज एकाउन्ट्स, गुड्स आन सेल और रिटर्न, माल प्रेषण, जलयात्रा और संयुक्त भेंचर लेखा, भागीदारी, विच्छेद लेकर भागीदारी लेखा, साख और उससे सम्बन्धी समस्यायें विनियोग लेखा, प्राप्त और देय, लेखा और आय और व्यय लेखा विभागीय लेखा और शाखा लेखा (विदेशी शाखा के लेकर) कुल लेखा और अनुभागीय वैलेन्सीग राजस्व, ठीका सौदा-पद्धति और प्रभाग शोधन क्रय ।

कम्पनी लेखा, निर्गम, अंश (शेयर) का हरण और परिशोध और ऋण पत्र समामेलन के पहले का लाभ, भाग करने योग्य लाभ, और लाभांश, विवरण, कम्पनीस अधिनियम के अन्तर्गत विवरण-पत्र और दूसरे एकाउन्टेन्सी व्यवस्थायें, कम्पनी लेखा के ऊपर विविध समस्यायें ।

एकाउन्टेन्सी अनुपात

अपूर्ण रेकार्ड से लेखा तैयार करना

प्रश्न पत्र 7 निर्माणी संगठन और यन्त्रशास्त्र

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

ए० निर्माणी संगठन (पूर्णांक 50)

कार्य प्रबन्ध : संगठन फौजी या लाइन संगठन लाइन और कर्मचारी वर्ग संगठन, कार्यात्मक संगठन कर्मचारी वर्ग का पर्यवेक्षण, विश्वास, सहयोग और श्रमिकों द्वारा दायित्व का अनुरूप सम्पादन कार्यदेशक और प्रबन्ध विभिन्न प्रकार के नियन्त्रण ।

निर्माणी स्थान निर्धारण और अवस्थान से आउट और डीजाइन, प्रकाश और वायु संचार यूनिट्स, विभाग, एक निर्माणी में शास्य और संरक्षण ।

उपकरण : और स्थिर यंत्र स्थान निर्धारण और व्यवस्था मशीन का चयन और सावधानी परिरक्षण विभाग के कार्य विधि, उपकरण और उपकरण गृह, उपकरण रक्षक का कर्तव्य ।

स्टोर : स्टोर गृह का स्थान निर्धारण और व्यवस्था स्टोर कीपिंग भंडारी के कार्य क्रय निरीक्षण, सामग्री का प्राप्त जमा और संभरण होना सामग्री के रखने और हस्तान्तरण पत्र करने के तरीका, पैकिंग फारवर्डिंग और भेजने की विधि, औद्योगिक सम्बन्ध, क्रामिक विभाग, चयन प्रशिक्षण, पदोन्नति और अनुशासन, कल्याण विधि ।

औद्योगिक सम्बन्ध, क्रामिक विभाग, चयन, प्रशिक्षण, पदोन्नति और अनुशासन, कल्याण विधि मनोरंजन, मील ब्रेक, कैन्टीन, सफाई आदि टाइम आफिस रूटीन और कार्य सम्पादन उत्पादन विभाग : उत्पादन योजना, तालिका करना स्टोनिंग आफ वर्क आर्डर आन्डफलो चार्ट, प्रोग्रामिंग आन्ड चेसिंग भूल रोकना या खोज करने का निरीक्षण, बरखादी को रोकना, समय और गति के अध्ययन का प्राथमिक अभिप्राय ।

सुरक्षा : दुर्घटना और उसका परिणाम, दुर्घटना का रोक-थाम, बचाव के उपाय, रक्षा विभाग और उसका कार्य ।

अभियान्त्रिक (इन्जीनियरिंग) पूर्णांक 50

परीक्षार्थियों को टेक्नालजिकल शब्दों के प्राथमिक ज्ञान का होना और मशीन और सज्जा के प्रयोग का प्राथमिक जानकारी का होना जरूरी होगा । मिद्वान्त से अधिक जोर व्यवहारिक प्रयोग पर होना चाहिये । विषय के सम्बन्धी गणित या पूरी बनावट, ड्राइंग और स्कैच की कोई आवश्यकता नहीं है ।

माप की इकाई : लम्बाई चौड़ाई पुंज समय, वेग वेग वृद्धि, गति, शक्ति एक शक्ति और द्रव्य का महत्व, कार्य और ऊर्जा ।

धातु : कास्ट आयरन के बेसिक प्रोपरटीज हल्का इस्पात, उपकरण का इस्पात मिलावन इस्पात, तांबा, एल्युमिनियम, पीतल, कांसा ।

भौतिक विज्ञान और रसायन शास्त्र के तत्व : गर्मी से ठोस, द्रव और गैस का ब्रदाव, ताप और उसका माप, गर्मी का परिमाण, विष्टिश ताप, तरल होना का बिन्दु, खोलने का बिन्दु, आद्रता, अन्तर्हित ताप, प्रकाश, उष्णता या बिजली की शक्ति का संवाहन, ताप का संचालन रासायनिक मिश्रण, मिश्रण, घोल, ठोस करना, अर्क खींचने की क्रिया, वाष्पीभवन, भाप का जमाव, निथराई पमाना, मुखाने की क्रिया अणु और परमाणु, रासायनिक तत्वों के लिए लाक्षणिक संकेत, सूत्र, रासायनिक तत्व के मिश्रण की शक्ति, रासायनिक समीकरण, आम्ल, तल और लवण, अप्रभावी करण का प्राथमिक ज्ञान ।

शक्ति उत्पादन : फरनेस और व्यालर, प्राइम मुवर्स भाप, जल, तेल, बिजली, सामान्य विद्युत इकाई जैसे आमपिअर, भोल्ट, ओम, किलोवाट घड़ी विद्युत तरंग का उत्पादन और पहुंचाना सीधी तरंग और अल्ट्रेटैटिंग तरंग की सुविधा और असुविधा, विद्युत चालित स्थिर यंत्र ।

कर्मशाला के मशीन और सज्जा : बेल्ट, रोप चेन, गेयर सेपट, कम्लीग, वीयरिंग, लुब्रीकेशन से विद्युत, शक्ति का संचालन, साधारण सज्जा जैसे लीमर, घिरनी, पहिया, और धुरे स्कू जेक, उत्पादन मशीन जैसे लेथ, ड्रिल, प्लानर, सेपर, ग्रीन्डर ।

खण्ड III

आठवां पत्र—लागत लेखा विद्या : मूल लागत

प्रश्न पत्र एक—समय 3 घंटा

पूर्णांक : 100

क्रय व प्राप्ति—लागत तत्व के रूप में सामान, मामान (माल) का वर्गीकरण व संधिता करण/अधिकतम व न्यूनतम से निर्धारण तथा प्रेषणादेश का स्तर क्रय सम्बन्धी मांग-पत्र : क्रय आदेश, मानक प्रेषणादेश परिमाण : क्रय-आदेश पर परवर्ती कार्यवाही निरीक्षण; आपूर्तिकारक के पाम वापसी; माल प्राप्ति टिप्पणी; प्राप्तियों का कीमत आकलन ।

संरक्षण : भंडार का संगठन व विज्यास; माल संभालने की लागत; घानी-यंत्रक (विन कार्ड्स) : भंडार नेमी माल का निर्गम—माल निर्गम मांग पत्र; दूकान से वापसी माल के निर्गम

और वापसी का मूल्यांकन उपभोग नियंत्रण माल का हिस्सा तथा स्टॉक नियंत्रण—भंडार लेजर माल का संक्षेप, उत्पादन की प्रति इकाई लागत निकालना, पुराने अंचल या मन्दगति माल को खोज निकालना, स्थान निर्धारण रखना एवं रोकना, माल सूची की व्यवस्था तथा नियंत्रण माल लागत की रिपोर्टिंग, भौतिक सत्यापन—कार्यों के भौतिक सत्यापन का आयोजन आवधिक तथा नित्य माल-सूची, दोष निवारक कार्यवाई के लिये कारण के अनुसार अमंगलियों की जांच तथा विश्लेषण असंगति की प्रतिपादन (ट्रीटमेंट) ।

श्रम-नेमियाँ :—लागत के एक तत्व के रूप में श्रम, श्रम का वर्गीकरण, टाइम किपिंग, टाइम बुकिंग, वेतन, चिट्ठा तैयार करना, मजदूरी का बंटन । परिश्रमिक के सिद्धान्त और पद्धति मजदूरी और प्रोत्साहन अदायगी के विभिन्न पद्धति कार्य अध्ययन, कार्य उद्विकास, योग्यता उपशुल्क, समय और गति का अध्ययन, प्रमाणिक समय का निर्धारण ।

लेखांकन, नियंत्रण और सूचना : श्रम लागत का लेखांकन, श्रम लागत दर का गणना काम करने के उपाय और लागत, कार्य-हीन काल समयोत्तर कार्य, श्रम पलटाव, सदोष उत्पादन का लागत और प्रक्रिया हानि, श्रम लागत सूचना, प्रभावी खर्च और उससे सम्बन्धित समस्याएँ ।

प्रश्न पत्र 1

लागत लेखा विद्या : ऊपरी व्यय

(एक प्रश्न पत्र—समय 3 घंटा पूर्णांक 100)

वर्गीकरण : ऊपरी व्यय लागत का एक तत्व, कार्य के अनुसार ऊपरी व्यय का वर्गीकरण—निर्माणी, विक्रय, वितरण, प्रशासन, अनुसंधान और विकासा अस्थिरता के अनुसार वर्गीकरण—स्थायी, आधा अस्थिर और अस्थिर ।

ऊपरी लागत का अन्वेषण : संग्रह विभाजन, विभागीकरण और ऊपरी लागत का अन्तर्भूतकरण ।

लेखांकन और नियंत्रण : निर्माणी विक्रय, वितरण, प्रशासन, अनुसंधान और विकास लागत, ऊपरी व्यय का कम या अधिक अन्तर्भूतकरण ऊपरी लागत के नियंत्रण के लिये सूचना ।

विविध : क्षमता लागत, लागत में अवमूल्यन को लेना ।

प्रश्न पत्र 10 : लागत लेखा विद्या, पद्धति

(एक प्रश्न पत्र—3 घंटा—पूर्णांक 100)

लेखांकन : लागत प्रपंजी का लेखांकन, लागत और वित्तीय लेखा को मिलाना, सम्पूर्ण लेखांकन ।

मूल्यांकन की विधि : कार्य मूल्यांकन, दस्ता मूल्यांकन संविदा मूल्यांकन, प्रक्रिया मूल्यांकन, क्रिया मूल्यांकन, कार्य करने का मूल्यांकन, इकाई मूल्यांकन, बहुविधि मूल्यांकन उपोत्पाद और संयुक्त उत्पादन ।

नियंत्रण पद्धति और प्रविधि मूल्यांकन:—आय-व्ययक नियंत्रण प्रमाणिक मूल्यांकन और विभिन्न विश्लेषण उत्तरदायित्व-

पूर्ण लेखांकन, सीमान्त मूल्यांकन और मूल्य-परिमाण-लाभ सम्बन्ध, समान मूल्यांकन, लागत में कमी करना विविध अनुसंधान और विकास जैसे विशेष खर्च को लागत में मिलाना प्राथमिक खर्च, सुधारने का खर्च अप्रचलित लागत आदि, उपकरण, नमूना और ढांचा आदि, उत्पादन पन लेखा का यन्त्रीकरण, नष्ट, टुकड़े, स्पाइलेज न्यून आदि का लेखा और नियंत्रण कास्ट प्लास पद्धति/प्रेजन्टेशन आफ इन्फार्मेशन ।

वर्तमान विनियम 32ए के लिये निम्न स्थानापन्न किया जायेगा :—

“32 ए छूट इन्टरमीडिएट परीक्षा में निम्न किसी एक विषय में छूट दी जायेगी :—

(1) जो प्रार्थी

(ए) इन्स्टिट्यूट आफ चार्टर्ड एकाउंटान्ट्स आफ इण्डिया, इंग्लैण्ड और वाल्स स्काटलैण्ड या आयरलैण्ड या कास्ट अन्ड मैनेजमेन्ट एकाउंटान्ट्स लंडन के इन्टरमीडिएट परीक्षा या पार्ट्स I और II परीक्षा में उत्तीर्ण हो चुके हैं उन्हें विनियम 31 या विनियम 32 में निर्धारित बुक-कीपिंग और एकाउन्टेन्सी में छूट दिया जायेगा ।

(बी) किसी विश्व विद्यालय के डिग्री परीक्षा या इण्डियन इन्स्टिट्यूट आफ साइन्स बंगलौर डिप्लोमा/डिग्री या किसी इंडियन इन्स्टिट्यूट आफ टेक्नोलोजी या नेशनल कैन्सील कार रूरल हायर एजुकेशन के द्वारा संचालित त्रि वाषिक डिप्लोमा इन रूरल सर्विस इग्जामिनेशन में निम्न तालिका कालम I में दिखाये गये विषयों के प्रश्न पत्र में कम से कम 200 अधिकतम संख्या या कम से कम उस विषय के दो प्रश्न पत्रों में कालम II या कालम III जैसे की अवस्था हो बशर्ते कि उस कुल संख्या का कम से कम 50 प्रतिशत छूट पाने वाली परीक्षा विषय में प्राप्त किया हो ।

| कालम I | कालम II | कालम III |
|---------------------|---|--------------------|
| अर्थशास्त्र | (विनियम 31 देखिये) | (विनियम 32 देखिये) |
| | उद्योग और वाणिज्य | |
| | अर्थशास्त्र और भारत में औद्योगिक क्रान्ति | अर्थशास्त्र |
| गणित, भौतिक शास्त्र | व्यावहारिक गणित | |
| अभियान्त्रिक | | |

| कालम I | कालम II |
|---|---|
| अभियान्त्रिक (इन्जीनियरिंग) | अभियान्त्रिक के तत्व निर्माणी संगठन और अभियान्त्रिक |
| (2) जो प्रार्थी विनियम 21 के द्वितीय प्रतिबन्धात्मक वाक्य खंड के अनुसार इंटरमीडियट परीक्षा में पुनः परीक्षा देना चाहते हैं वे निम्न तालिका के कालम I या II में कहे विषयों में जैसा हो, छूट दी जायेगी। | |
| कालम I | कालम II |
| (विनियम 31 देखिये) | (विनियम 32 देखिये) |
| उद्योग और वाणिज्य अर्थ-शास्त्र और भारत में औद्योगिक क्रान्ति | अर्थशास्त्र |
| बुक कीपिंग और एकाउन्टेन्सी | बुक कीपिंग और एकाउन्टेन्सी |
| व्यावहारिक गणित | प्राथमिक गणित और प्राथमिक अंक शास्त्र |
| अभियान्त्रिक के तत्व | निर्माणी संगठन और अभियान्त्रिक |
| कास्टिंग (तीन प्रश्न पत्र) | कास्ट एकाउन्टेन्सी (तीन प्रश्न पत्र) |
| (3) जो प्रार्थी — | |
| (ए) विनियम 31 में निर्धारित इंटरमीडियट परीक्षा विषय में उत्तीर्ण या छूट पाया हो जैसा कि निम्न तालिका के कालम में दिखाया गया है, या | |
| (बी) विनियम 25ए के अन्तर्गत उसे पंजियत विद्यार्थी के रूप में माना गया हो और विनियम 25 के अन्तर्गत पहले पंजीकरण के गृही करने के पूर्व उत्तीर्ण हो चुका हो या विनियम 31 में निर्धारित इंटरमीडियट परीक्षा जैसे की नीचे की तालिका के कालम I में दिखाये गये किसी एक विषय में छूट प्राप्त कर चुका हो। | |
| विनियम 32 में निर्धारित इंटरमीडियट परीक्षा के (प्रार्थी) कालम II में दिखाये समवर्ती विषय से छूट के लिये अधिकारी रहेगा : | |
| कालम I | कालम II |
| (विनियम 31 देखिये) | (विनियम 32 देखिये) |
| कार्यालय विधि और वाणिज्य और विन का सामान्य ज्ञान | व्यापारिक संगठन |
| उद्योग और वाणिज्य | |

| कालम I | कालम II |
|---|--------------------------------------|
| अर्थशास्त्र और भारत में औद्योगिक क्रान्ति | अर्थशास्त्र |
| औद्योगिक और व्यापारिक कानून | औद्योगिक कानून |
| बुक कीपिंग और एकाउन्टेन्सी | बुक कीपिंग और एकाउन्टेन्सी |
| व्यवहारिक गणित | प्राथमिक गणित और प्राथमिक अंकशास्त्र |
| अभियान्त्रिक के तत्व | निर्माणी संगठन और अभियान्त्रिक |
| कास्टिंग (तीन प्रश्न पत्र) | कास्ट एकाउन्टेन्सी (तीन प्रश्न पत्र) |
| (4) विनियम 31 के अन्तर्गत आयोजित इंटरमीडियट परीक्षा के ग्रुप I या ग्रुप II में जो परीक्षार्थी उत्तीर्ण घोषित नहीं किये गये हैं परन्तु वह एक प्रश्न पत्र में जैसा कि ग्रुप I या ग्रुप II में कहा गया है कम से कम पूर्णांक में 50 प्रतिशत प्राप्त किया है उसे छूट दी जायेगी बशर्ते कि यह उप-विनियम किसी इंटरमीडियट परीक्षा के लिये लागू न किया जाये। | |
| जो जुलाई 1974 में होने वाले हैं। | |
| वर्तमान विनियम 33 के उप-विनियम (2) के लिये निम्न स्थानापन्न किया जायेगा। | |
| 2-(ए) विनियम 34 के अनुसार किसी भी प्रार्थी को फाइनल परीक्षा के किसी एक ग्रुप प्रवेशाज्ञा नहीं दी जायेगी बशर्ते कि वह उस ग्रुप या ग्रुपों में उत्तीर्ण हुआ हो या छूट पाया हो। यदि सभी ग्रुपों को एक साथ लिया जाय तो उसे प्रवेशाज्ञा दिया जा सकता है। | |
| (बी) विनियम 35 के अनुसार होने वाली फाइनल परीक्षा में किसी प्रार्थी को किसी एक या सभी खंडों (ग्रुपों) में प्रवेशाज्ञा दिया जा सकता है बशर्ते कि वह उपरोक्त विनियम के उप-विनियम (1) के अनुसार प्रमाण-पत्र दे चुका हो। विनियम 34 के वर्तमान प्रारम्भिक वाक्य के लिये निम्न स्थानापन्न किया जायेगा जैसे "जो विद्यार्थी इंटरमीडियट परीक्षा पहली अप्रैल, 1973 के पहले उत्तीर्ण कर चुके हैं और जो 1976 में होने वाली फाइनल परीक्षा के प्रार्थी हैं उन्हें निम्न विषयों और खंडों (ग्रुपों) में परीक्षा देनी होगी। | |

फाइनल परीक्षा के वर्तमान पाठ्यक्रम

वर्तमान विनियम 35 के लिये निम्न नया विनियम स्थापना प्रश्न किया जायेगा :—

- (35) “फाइनल परीक्षा के खंडों (ग्रुपों) प्रश्न पत्र और पाठ्य क्रम (अनुवृत्त) (1) इस विनियम के अनुसार खंड (ग्रुप) प्रश्न पत्र और पाठ्य क्रम के साथ पहली परीक्षा जुलाई 1974 में होगी । जो विद्यार्थी इन्टरमीडिएट की परीक्षा 1 अप्रैल, 1973 के बाद उत्तीर्ण करेंगे उनकी फाइनल परीक्षा इसी अधिनियम के अनुसार होगी । जो विद्यार्थी इन्टरमीडिएट की परीक्षा 1 अप्रैल, 1973 के पहले उत्तीर्ण करेंगे और जो 1977 में होने वाली फाइनल के प्रार्थी होंगे उन्हें भी इसी विनियम के अनुसार परीक्षा देनी होगी ।
- (2) इस विनियम के अन्तर्गत एक प्रार्थी को फाइनल परीक्षा के एक या राती खंडों (ग्रुपों) में प्रवेशाज्ञा दिया जायेगा बशर्ते कि वह विनियम 33 के अनुसार कि सी एक या बहुत खंडों (ग्रुपों) में जिसमें वह प्रवेशाज्ञा चाहता है । प्रमाण—प्रश्न पत्र दे चुका हो ।

इस विनियम के अनुसार फाइनल परीक्षा के खंड (ग्रुप) प्रश्न-पत्र और पाठ्य क्रम निम्न प्रकार से होगा ।

खंड 1

प्रश्न पत्र 1 : कास्ट आडिट और मैनेजमेंट आडिट

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक—100)

आडिट के सामान्य सिद्धान्त : फन्तमल आडिट के प्रकार, धोखा का खोज और गेक, आन्तरिक जांच और नियन्त्रण, रोकड़ और दूसरे लेन देनों का जांच (आडिट) परिसम्पत्ति और दायित्वों का निरीक्षण, आय और पूंजी खर्च के अधिकार देने के पद्धति की जांच ।

आन्तरिक जांच : लागत जांच, लागत और कार्यक्षमता जांच लागत जांच वित्तीय जांच, विशेष विलक्षण, लागत जांच के क्षेत्र और कार्य लागत जांच के संगठन और सुविधाजनक परिस्थितियां, लागत जांच के लाभ लागत जांच के कार्यक्रम और पद्धति, बाहरी या वैधानिक लागत जांच कम्पनी अधिनियम में लागत जांच के नियम और तालिका मुफ्त उद्योगों का जांच लागत जांच ।

मैनेजमेंट आडिट : प्रबन्ध कार्य का जांच जैसे सामान्य प्रबन्ध मुख्य प्रशासन और उच्च प्रबन्ध को लकेसर, उत्पादन, कर्मचारी वर्ग, विक्रय और वितरण अनुसंधान और विकासा, कास्टिंग, लेखांकन, वित्त, सचिवालय और प्रशासनिक कार्य, वैधानिक जांच के सम्बन्धित प्रबन्ध जांच वित्तीय जांच, उद्यम जांच और लागत जांच ।

प्रश्न पत्र 2 एडवान्स एकाउन्टेन्सी :—

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

इन्टरमीडिएट पाठ्यक्रम में बुक कीपिंग के विषय क्षेत्र का पूरा आचरण और कम्पनी अधिनियम और उनमें नियम और तालिका जहां तक बुक्स और लेखा का सम्बन्ध है और उनका आलोचनात्मक अध्ययन का होने की आशा की जायेगी इसके अलावा

कम्पनी लेखा का उच्चतर रूप एकीकरण कम्पनी का संविलिनीता और पुनर्निर्माण । भाग पूंजी का परिवर्तन, पूंजी का पराभाव, अंश का मूल्यांकन, स्टॉक इक्विटी ट्रान्जेक्शन, होल्डिंग और सहायक कम्पनी, एक ग्रुप कम्पनी का एकल पक्का चिट्ठा और लाभ हानि लेखा, बैंक और बीमा कम्पनी का लेखा । दोहरा लेखा प्रणाली, स्टॉक के हानि के लिये दावे लाभ के नुकसान और दूसरे हरजाना, जहाजी बीमा दावे, विशेष कानून के अनुसार स्थापित उद्योगिक प्रतिष्ठान जैसे इलेक्ट्रोसीटी, रेलवे, दामोदर बेली कारपोरेशन और इण्डियन एयर लाइन्स कारपोरेशन, सरकार और मुनीसपल्टी के बजट और लेखांकन सरकारी प्रतिष्ठानों का लेखा ।

प्रश्न पत्र—3 कर भार

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

कर योजना, विभिन्न वर्ग का कर निर्धारित करने से सम्बन्धित आयकर के अधिनियम जैसे व्यक्ति, फर्म और कम्पनी, आयकर के साधन, कर निर्धारण का आधार, कर निर्धारण करने योग्य कर का गणना, राहत, कमी, छूट आदि ट्रीटमेंट आफ डीप्रीसिएशन अप्रचलन परिसम्पत्ति विक्रय से नुकसान पूंजीगत लाभ कर स्टेट इयूटी अधिनियम, खर्चकर अधिनियम, उपहार कर अधिनियम सम्पत्ति कर अधिनियम, केन्द्रीय विक्रय कर अधिनियम, कस्टम अधिनियम, केन्द्रीय इक्साईज और साल्ट अधिनियम (साल्ट सम्बन्धी विशेष कानून की छोड़कर) पाठ्यक्रम में ऊपर के अधिनियम के सिद्धान्त, नियम और व्यवहारिक सम्बन्ध रहेगा । प्रार्थियों में आशा की जाती है कि वे अपने उत्तर में विस्त अधिनियम के नियम और उम्मी प्रकार उस अधिनियम दूसरे वैधानिक संशोधन जो परीक्षा के दिन से 6 महीने पहले पारित हो चुके हैं, ध्यान देना होगा ।

खंड II

(प्रश्न पत्र 4 गणित और व्यापारिक अंक शास्त्र)

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

ए, गणित (पूर्णांक 50)

बीजगणित, रेखा सम्बन्धी और चौकोर समीकरण का रेखा चित्र द्वारा हल परिवर्तन और एकीकरण के प्राथमिक ज्ञान, बीनोमियल और इक्विनेन्टल थोरम में ट्रीक्स मेटिक्स का अर्थ मैट्रिक्स और डीटरमिनेन्ट का सामान्य प्रयोग । सामान्य मेक्टर विश्लेषण : मेक्टर और स्केलर्स रीजेन्लुशन ओफ मेक्टरस, मेक्टरस योग और वियोग प्रोडक्ट आफ टु मेक्टरस इन मेक्टरस, सामान्य प्रयोग गणना करने की विशेष विधि : कार्य, उसकी सीमा और निरन्तरता का सामान्य ज्ञान (ग्राफिकल एप्रोच को लेकर) कार्य और स्टैण्डर्ड फार्मस की विभिन्नता, रेट मेजरर की तरह व्युत्पन्न, उच्च तरह का व्युत्पन्न का सामान्य ज्ञान, मेक्सीमा एण्ड मीनीमा आफ एफंक्शन के बारे में प्राथमिक ज्ञान (युग्म साधारण नियम और स्टैण्डर्ड फार्मस और इम्प्लुगेशन आफ डेफनीट इन्ट्रगल) बी, व्यापार आंकड़े (पूर्णांक 50)

माप : कोइफीसियन्ट आफ मैरीगेशन, कोरिलेशन, रीग्रेशन, टाइम सीरीज का विश्लेषण प्रोबेबीनिटी सिद्धान्तीक वितरण का प्राथमिक ज्ञान, बीनोमियल, प्वायसन और साधारण वितरण ।

निर्देशन : सम्पलीग वितरण, आंकड़े सम्बन्धी क्वालिटी नियंत्रण देशनांक ।

प्रयोग : व्यापार का पूर्वानुमान, बाजार अनुसंधान टेक्नीक, श्रेणी नियंत्रण ।

प्रश्न पत्र 5 वित्तीय प्रबन्ध

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

लेखा का वर्गीकरण और संकेतांक पूंजी के साधन : परिसम्पत्तियाँ, दायित्वायें और व्यापार का शुद्ध मूल्यांकन, सरकार और निजी आन्तरिक और बाह्य साधनों से वित्त जुटाने के तरीका अधिक और कम समय के कर्ज, सुरक्षित और असुरक्षित अग्रिम, साख के साधन, पूंजी प्राप्त करने के लागत—

पूँजी की आवश्यकता की योजना और निर्धारण करना : स्थायी परिसम्पत्त, चालू परिसम्पत्त, अस्थिर साधन, व्यापारिक चंचलता का भविष्यवाणी कार्यरत पूंजी की आवश्यकता, रोकड़ का चलन, पूंजी का विनियोजना निजी व्यापार और अधीन के व्यापार में विनियोजना, प्रत्यासी जमानत स्कन्ध-विपणि के लिये कम्पनियों के विनियोजन विनियोग प्रत्यास ।

मूल्यांकन : स्थायी और चालू परिसम्पत्ति और गुडविल का मूल्यांकन, मूल्य स्तर के परिवर्तन का प्रभाव, लगी हुई पूंजी का नियंत्रण, व्यवस्था, स्थायी और चालू परिसम्पत्ति का बदलना और बढ़ाना सुम्मित पूंजी विनियोजना नीति की आवश्यकता पूंजी परियोजना के अग्रता का निर्धारण, पूंजी विनियोजना के लाभकारिता के निर्धारण और इमेल्गुशन, भविष्य वाणी, प्राधिकार, अर्पण, पूंजीगत खर्च का लेखन और नियंत्रण, लगी पूंजी की अदायगी, स्टॉक और कार्य के प्रगति के स्तर का नियंत्रण, साख नियंत्रण और देनदारों की अदायगी : देनदार और लेनदार उपभोक्ताओं के बची साख की खोज, अनेक देनदारों की अदायगी, विक्रेता द्वारा प्रत्यय देना, नकद धन, और व्यापार छूट का देय और प्राप्य ।

लाभ : लाभ और लाभ योजना, लाभ का वितरण और पुनः लगाना ।

सूचनायें : वार्षिक रिपोर्ट और लेखा के अभिप्राय और विषय वस्तु, प्रकाशित लेखा का समालोचना और व्याख्या, लेखांकन और अंक शास्त्र सम्बन्धी आंकड़े ।

इन्टर फर्म—तुलना और अनुपात विश्लेषण ।

प्रश्न पत्र 6 प्रबन्ध का सिद्धान्त और अभ्यास

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

(ए) सिद्धान्त

प्रबन्ध के सामान्य विचार : व्यापार और उद्योग में विकास का वर्तमान पैटर्न, व्यापार प्रबन्ध के सिद्धान्त की आवश्यकता ।

प्रबन्ध कार्य :—विशेष काम के विचलन का एकीकरण, योजना, नीति निर्धारण, अधिकारी और दायित्व, संगठन करना, समन्वय, निमित्तता, निर्देशन और नियंत्रण, प्रबन्ध सम्बन्धित उद्देश्य और प्रबन्धक मानदण्ड ।

2-109GI/72

(बी) अभ्यास

संगठन, बनावट और सम्बन्ध : प्रकार, आधार, कार्यभार, प्रदेश, कार्य, उत्पादन, उपभोक्ता ।

अर्पण : विशेष वर्णन, कर्तव्य, अधिकारी लेखा योग्य, कार्य का व्यौरा और कर्मचारी लगाना, संचार, नीति को कार्य रूप देना ।

सरकारी उपक्रम और सरकार उपयोगी प्रतिष्ठानों में प्रबन्ध अध्यास ।

सरकारी सम्बन्ध—सरकारी विभाग, स्थानीय अधिकारी, व्यापार मण्डल, व्यापार संघ, तकनीकी और व्यवसायिक निकाय, श्रमिक संघ, सार्वजनिक सम्बन्ध विभाग ।

खंड III

प्रश्न पत्र 7 कास्टिंग सिस्टम पद्धति और नियंत्रण

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

प्रतिष्ठापन और संगठन : लागत लेखांकन का आवश्यकता और महत्व, कास्ट एकाउन्टेन्ट से प्रबन्ध क्या आशा अरता है, कास्टिंग विभाग, संगठन और दूसरे विभाग से सम्बन्ध, कास्टिंग सिस्टम का प्रतिष्ठापन और उसका परिवर्तन लेखांकन की परियोजना और मुधार फार्मस और रेकार्ड के खाके ।

पद्धति : कास्टिंग के विभिन्न तरीकों के व्यावहारिक और उच्च आचरण जैसे की इन्टरमीडिएट परीक्षा के प्रश्न पत्र 10 में कहा गया है और उससे उत्पन्न व्यावहारिक समस्यायें, नष्ट, बचा हुआ, नष्ट हुआ और खराबी पूर्ण, संयुक्त उत्पादन और उपोत्पाद ।

नियंत्रण : सीमान्त लागत अभिप्रायः सीमान्त लागत और सीमान्त कास्टिंग के सामान्य अभिप्राय ब्रेक—इमेन्ट विश्लेषण और कास्ट मालूम—प्रोफिट्स विश्लेषण ब्रेक इमेन्ट चार्ट और प्रोफिट चार्ट, विभिन्न लागत विश्लेषण, आधुनिक डीसिजन टेक्नीक, सीमान्त कास्टिंग टेक्नीक के अनुसार स्टॉक मूल्यांकन भायसी भार्सा, एक्जर्पसन कास्टिंग टेक्नीक ।

बजट और वजटरी नियंत्रण—उद्देश्य, फक्सनल बजट से मास्टर बजट बनाना, रोकड़, विज्ञापन प्रशासन, अनुसंधान, और विकास, निर्वाह लागत और पूंजी बजट, प्रधान बजट फैक्टर, बजट समय, स्थायी और अस्थायी बजट, उत्तरदायित्वपूर्ण लेखांकन वजटरी नियंत्रण, रिपोर्ट, बजट का संशोधन ।

स्टैण्डर्ड कास्ट और स्टैण्डर्ड कास्टिंग

स्टैण्डर्ड कास्ट के अभिप्राय, स्टैण्डर्ड उत्पादन लागत का प्रयोग स्टैण्डर्ड कास्ट रेकार्ड का गठन, स्टैण्डर्ड कास्ट सिस्टम के अनुसार लेखांकन पद्धति, (आंशिक, एकाकी और दोहरी परियोजना) सीमान्त और संविलीनता कास्टिंग टेक्नीक के साथ स्टैण्डर्ड कास्टिंग, स्टैण्डर्ड कास्टिंग सिस्टम में अपरेटिंग स्टेटमेन्ट, स्टैण्डर्ड कास्टिंग पर स्टॉक मूल्यांकन ।

विभिन्न : लागत, लाभ और विक्रय विभिन्नता, स्टैण्डर्ड्स और बजट से भिन्न स्वभाव कारण, गणना और विश्लेषण स्टैण्डर्ड्स में परिवर्तन का प्रभाव ।

रिपोर्टिंग :—प्रबन्ध के विभिन्न स्तर को रिपोर्टिंग और सूचना देना, रिक्जुजिडिंग आफ रिपोर्टिंग, प्रबन्ध द्वारा नीति निर्धारण और नियंत्रण के लिये स्पष्टीकरण और सूचना का प्रयोग ।

प्रश्न पत्र 8 अप्लाइड कास्ट्रींग

(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

अप्लाइड कास्ट्रींग : कास्ट्रींग का विस्तार और प्रयोग

- (1) विज्ञेय और खास उद्योग या इकाई में
- (2) सरकारी प्रतिष्ठान—विभागीय प्रबन्ध, कम्पनी प्रबन्ध सरकारी निगम आदि में ।
- (3) गैर—उद्योगिक संगठन में
लागत आंकड़ों का प्रयोग : लागत और मूल्य टेन्डरींग में गभिस के बाद के कास्ट्रींग की समग्रताएँ, लाभ की भविष्यवाणी और परियोजना, इन्ट्रा कम्पनी ट्रांसफर प्राईसिंग ।

उत्पादकता के अंशिप्राय और उसका माप ओभर आल एण्ड फेक्टरल उत्पादकता समन्वय लागत लेखांकन ।

प्रश्न पत्र 9 : क्वान्टीटैटी टेक्नीक एण्ड डाटा प्रोसेसिंग
(एक प्रश्न पत्र—समय 3 घंटा—पूर्णांक 100)

ओपरेशनल अनुसंधान व शुद्ध कार्य विश्लेषण (पार्ट/सी० पी० एम०) : मूल्य विश्लेषण और मूल्य अभियंतक, लागत कमी, डाटा प्रोसेसिंग ।

- (ए) परम्परागत विधि : हाथ का और मशीन द्वारा, मशीन लेखांकन के प्रकार, प्रचण्ड कार्ड लेखांकन विधि प्रचण्ड कार्ड लेखांकन विधि के प्रयोग का लेकर, मशीन लेखांकन की अच्छाइयाँ ।
- (बी) पद्धति विश्लेषण और संगठन और विधि आटोमेटिक एलोक्यूट्रीक कम्प्यूटर के प्रयोग के लिये वर्तमान विधि का पुनः निरीक्षण और री-डाजाइन, संगठन और पद्धति, इन्टरग्रेटेड डाटा प्रोसेसिंग एलोक्यूट्रीक डाटा प्रोसेसिंग विधि के स्थापना योजना के सम्भाव्य का अध्ययन, सज्जा का क्रय, भाड़े पर सज्जा प्राप्त करना, कम्प्यूटर सेवा का भाड़ा करना, कार्यक्रम स्वभाव, उद्देश्य और विधि का प्राथमिक ज्ञान, फ्लो चार्ट और ब्लाक डायग्राम, मशीन में काम आने योग्य फार्मस का डीजाइन ।
- (सी) कठोर और कोमल बार्म : इलेक्ट्रॉनिक डाटा प्रोसेसिंग इलेक्ट्रॉनिक कम्प्यूटर के कार्य के सिद्धान्त, एनलाग पीम डीजिटल कम्प्यूटर के उपकरण, इनपुट और आउट पुट विधि और दीमागस आंकड़े तैयार करना, स्टोरेज विधि—बाहरी और आन्तरिक टर्मस का अर्थ जैंग ऑपरेटिंग विधि, कम्पोज़र, बहुमुखी, कार्यक्रम, पैकेज, इम्पेक्टर आदि, इ०डी०पी० पद्धति के प्रयोग का क्षेत्र, डाटा प्रोसेसिंग और आडीटर और एकाउन्टेन्स ।

3. वर्तमान विनियम 35 ए के लिए निम्न स्थानापन्न किया जायेगा :

“35ए. छूट—फाइनल परीक्षा में किसी एक विषय में निम्न छूट दी जायेगी जो प्राप्ति—

- (ए) इनस्टिट्यूट आफ चार्टर्ड एकाउन्टान्टस आफ इंडिया इंग्लैण्ड और फ़िवाल्स स्कटलैण्डया आयरलैण्डया कास्ट आन्ड मैनेजमेन्ट एकाउन्टान्टस लंडन के फाइनल या पार्ट्स 3 और 4 परीक्षा उत्तीर्ण हो चुका है उसे कालम 1 या कालम 2 में दिखाये गये प्रश्न पत्रों में छूट दी जायेगी :

कालम 1

कालम 2

(विनियम 34 देखिये)

(विनियम 35 देखिये)

एडवान्स एकाउन्टेन्सी

एडवान्स एकाउन्टेन्सी

(दो प्रश्न पत्र)

(कारभार)

- (बी) विनियम 34 में निर्धारित फाइनल परीक्षा जैसे कि नीचे के टेबुल के कालम 1 में दिखाये गये विषयों में उत्तीर्ण या छूट पाया हो । या

- (सी) विनियम 25 ए के अन्तर्गत उसे पंजीयत विद्यार्थी के रूप में माना गया हो और विनियम 25 के अन्तर्गत पहले पंजीकरण के रद्दी करने के पूर्व उत्तीर्ण हो चुका हो या विनियम 35 में निर्धारित फाइनल परीक्षा जैसे कालम 2 में दिखाया गया है तत्सम्बन्धी विषयों में छूट पाने का अधिकारी रहेगा ।

कालम 1

कालम 2

(विनियम 34 देखिये)

(विनियम 35 देखिये)

एडवान्स एकाउन्टेन्सी

एडवान्स एकाउन्टेन्सी

(दो प्रश्न पत्र)

(कारभार)

कास्ट्रींग (तीन प्रश्नपत्र)

कास्ट्रींग सीस्टम

विधि और नियंत्रण

अप्लाइड कास्ट्रींग

क्वान्टीटैटी टेक्नीक

एण्ड डाटा प्रोसेसिंग

प्रबन्ध के सिद्धान्त और अभ्यास

प्रबन्ध के सिद्धान्त और अभ्यास

मैनेजमेन्ट एकाउन्टेन्सी

फीनान्सीयल मैनेज-

स्टेटीलकल मैथड्स

मेन्ट गणित और

व्यापारिक आंकड़े

- (2) विनियम 34 के अन्तर्गत आयोजित फाइनल परीक्षा के ग्रुप 1 या ग्रुप 3 में जो परीक्षार्थी उत्तीर्ण घोषित नहीं किये गये हैं परन्तु वह किसी विषय में:—

- (1) जहां किसी एक विषय में जिनमें केवल एक प्रश्न पत्र हो, पूर्णांक में कम से कम 50 प्रतिशत प्राप्त किया हो या
- (2) जहां किसी विषय में एक से अधिक प्रश्न पत्र हों, पूर्णांक में कम से कम 40 प्रतिशत प्रत्येक प्रश्नपत्र में और सभी प्रश्न-पत्रों के कुल पूर्णांक का कम से कम कुल का 50 प्रतिशत प्राप्त करने वालों को उस विषय में छूट दी जायेगी, बशर्ते कि यह उप-विनियम किसी फाइनल परीक्षा के लिये लागू न किया जाय जो जुलाई 1974 से होने वाले हैं ।

- (3) विनियम 41, के उप विनियम (2) में शब्द "इन्टर-मीडिएट परीक्षा ग्रुप 3 या फाइनल परीक्षा ग्रुप 2 में उत्तीर्ण" के लिये निम्न स्थानापन्न किया जायेगा। "विनियम 31 या विनियम 32 के अनुसार इन्टर-मीडिएट ग्रुप 3 में या विनियम 34 के अनुसार फाइनल परीक्षा या विनियम 35 के अनुसार फाइनल ग्रुप 3 में उत्तीर्ण होने के लिये"।

कलकत्ता-17, दिनांक 22 मई 1972

सं० 39-सी० डब्ल्यू० ए० (37)/72-दी कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स रेग्यूलेशन 1959 में दी कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स अधिनियम 1959 (1959 के अधिनियम संख्या 23) की धारा 39 की उप-धाराओं (1) के द्वारा दिये गये अधिकारों का प्रयोग करते हुये दी इन्स्टीट्यूट आफ कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स के परिषद् ने दी कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स रेग्यूलेशन 1959 में निम्न संशोधन किया है जो उपरोक्त धारा की उपधारा (3) के अनुसार प्रकाशित हुआ और जिसका केन्द्रीय सरकार ने अनुमोदन किया है।

कहे हुये रेग्यूलेशन में :

अध्याय XI और विनियम 145 की समाप्ति के बाद निम्न नया अध्याय XII और विनियम 146 मिलाया जायेगा, यथा : अध्याय XII।

कास्ट एकाउन्टेन्ट्स के अध्याय 146 कास्ट एकाउन्टेन्ट्स के अध्याय :—(1) संस्था के जर्नल में अधिसूचना दे कर परिषद् कास्ट एकाउन्टेन्ट्स के अध्यायों को मान्यता दे सकती है और इस उद्देश्य से इस सम्बन्ध में उप-नियम बना सकती है।

(2) विशेषकर और ऊपर लिखित अधिकारों की सामान्यता के प्रति बिना किसी तरह का पक्षपात दिखाये, ये उपनियम अध्यायों की मान्यता के सम्बन्ध में व्यवस्था दे सकते हैं।

(3) कोई भी अध्याय सर्वदा किसी क्षेत्रीय परिषद् के माध्यम से परिषद् के नियंत्रण पर्यवेक्षण एवं निर्देशन में कार्य करेगा तथा ऐसे निर्देशनों को लागू करेगा जो समय-समय पर परिषद् द्वारा जारी किये जायेंगे।

(4) परिषद् किसी भी समय, यदि वह ऐसा करना आवश्यक समझता है तो अध्याय की मान्यता को वापिस ले सकती है।

II. रेग्यूलेशन की तालिका के वर्तमान फार्म बी के बदले निम्न फार्म रखा जायेगा।

यथा :

'फार्म बी'

दी इन्स्टीट्यूट आफ कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स आफ इंडिया

दी इन्स्टीट्यूट आफ कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स आफ इण्डिया के सहकारी/ अधिष्ठान के रूप में दाखिला के लिये प्रार्थना-पत्र का

फार्म
सेवा में,
परिषद् मंत्री,

दी इन्स्टीट्यूट आफ कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स आफ इण्डिया 12 सदर स्ट्रीट, कलकत्ता-16।

महोदय,

दी इन्स्टीट्यूट आफ कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स आफ इण्डिया के सहकारी अधिष्ठान के रूप में प्रवेश पाने के लिये निवेदन करता हूँ। मैं यह भी घोषणा करता हूँ कि कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स के अधिनियम 1959 की धारा 8 में बतानी गयी अयोग्यताओं में कोई भी मुझ में नहीं है। चाहे गये विवरण नीचे हैं।

1. पूरा नाम :—
2. संक्षेप में नाम (उपाधि अन्त में)
3. पिता का नाम :—
4. जन्म तिथि :—
5. राष्ट्रियता :—
6. योग्यताओं का विवरण (ए) शिक्षा सम्बन्धी
(बी) व्यावसायिक
7. भारत में निवास की अवधि :—
8. यदि भारत का नागरिक न हो तो कृपया यह बताइये कि क्या भारतीय अधिवासी होने के प्रमाण-पत्र प्राप्त किये हैं :—
9. स्थायी पता :—
10. वर्तमान पता :—
11. पेशा सम्बन्धी/व्यावसायिक पता :—
12. सहकारी के रूप में प्रवेश की संख्या और दिनांक (यदि लागू हो)।
13. (ए) वर्ष और माह जिसमें प्रार्थी अन्तिम (फाइनल) परीक्षा में उत्तीर्ण हुआ जो कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स के रेग्यूलेशन 1959 के अनुसार आयोजित हुआ था और
(बी) उस परीक्षा का अनुक्रमांक
(सी) विद्यार्थी की रजिस्ट्रेशन संख्या या
(ए) वर्ष और माह जिसमें प्रार्थी इन्स्टीट्यूट आफ कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स कलकत्ता (विघटित कम्पनी) के द्वारा आयोजित अन्तिम (फाइनल) परीक्षा में उत्तीर्ण हुआ और उस परीक्षा में अनुक्रमांक :—
(सी) विद्यार्थी की रजिस्ट्रेशन संख्या, या
(ए) वर्ष और मास जिसमें प्रार्थी अन्तिम (फाइनल) परीक्षा के समकक्ष मान्यता प्राप्त दूसरी परीक्षा में उत्तीर्ण हुआ जो कास्ट आन्ड वर्क्स एकाउन्टेन्ट्स के रेग्यूलेशन 1959 के अनुसार आयोजित हुआ था और परीक्षा के विवरण के साथ और
(बी) उस परीक्षा का अनुक्रमांक यदि कोई हो
14. प्रार्थी यदि कोई प्रैक्टिकल ट्रेनिंग प्राप्त किया हो तो पूरा विवरण।

15. भारत में व्यापार का प्रकार और जगह या जगहें (विभिन्न 110 देखिये)।

16-15 के अनुसार क्या प्रार्थी किसी जगह का कार्यभारी (इनचार्ज) है? यदि नहीं तो नाम और इन्स्टिट्यूट की संख्या (संख्याएँ) जगह (जगहों) जो कार्यभारी है (हैं) और उनका (उन लोगों का) पता?

(प्रार्थी जो कास्ट और वक्स एकाउन्टेन्ट्स अधिनियम की धारा 2(2) के प्रैक्टिस के अन्तर्गत नहीं आते हैं उन्हें ये सब विवरणों को देने की आवश्यकता नहीं है।)

17. प्रार्थी जो लगातार कास्ट एकाउन्टेन्ट्स के रूप में प्रैक्टिस कर रहा है उसकी अवधि।

18. यदि प्रार्थी किसी कास्ट एकाउन्टेन्ट्स जो प्रैक्टिस कर रहा हो उसका वैतनिक सहायता या उस प्रकार के कास्ट एकाउन्टेन्ट्स के फर्म में है। कास्ट एकाउन्टेन्ट्स या फर्म का नाम और दिनांक वे जब से वह उस फर्म में है।

19. यदि प्रार्थी वेतन मुक्त नौकरी करता हो और जो ऊपर के 18 के अन्तर्गत के बाहर है पूरा विवरण।

वर्तमान नियोक्ता का नाम और पता :—

प्राप्त और कार्यकारी पूजी :—

कारखानों के विवरण और उनके पता :—

व्यवसाय का प्रकार

पूर्ण बिजली

कर्मचारियों की कुल संख्या :—

कार्य-व्यस्त कर्मचारियों की संख्या

(ए) कारखाने में

(बी) कास्टिंग कार्य में।

सेवा काल दिनांक के साथ

वर्तमान नौकरी का कार्यालय पद

वर्तमान पद पर नियुक्ति की तारीख

क्या पूरा कार्यभार है और कास्टिंग का पूरा अधिकार है?

मुख्य प्रवर अधिकारी से सम्बन्धित दर्जा

क्या मुख्य कार्यालय में या कारखाने में? (कृपया पूरा विवरण दें) वर्तमान नियोक्ताओं के साथ पदों का व्योरा और प्रत्येक पद का संक्षिप्त कार्य। (ये विवरण प्रार्थी के नियोक्ताओं या प्रवरों द्वारा अधिकारिक तौर पर साक्ष्यांकित होना चाहिये और प्रमाणिकरण के लिये एक दूसरे व्यक्ति, इस संस्था का सदस्य होने से अच्छा होता, द्वारा लघुहस्ताक्षरित होना चाहिये। यदि प्रार्थी इच्छुक हो तो इस विवरण को अलग कागज पर दे सकता है।

दिनांक :—

(सबसे पहले का प्रथम)

से—तक।

विभाग का नाम और इसमें कर्मचारियों की संख्या

प्रार्थी का दर्जा :—

कर्मचारियों की संख्या जो प्रार्थी के प्रति उत्तरदायी है :—

अधिकारी का पद जिसके प्रति प्रार्थी उत्तरदायी है कार्य का संक्षिप्त विवरण जब (प्रार्थी) इस पद पर (था)

21. कास्ट और मैनेजमेंट एकाउन्टींग वर्क के मदों का विवरण, यदि कोई हो तो, जो कास्टिंग विभाग के बाहर होता हो जैसे वेतन-रोल एकाउन्टींग, स्टीक की जाँच-पड़ताल आदि और इस सम्बन्ध में प्रार्थी के कार्य (बी) उपर के (ए) के सम्बन्ध में कास्ट विभाग का वायित्व

22. प्रार्थी के पहले नियोक्ताओं का पूरा व्योरा (प्रार्थी कम से कम तीन वर्ष (फेलोशिप के लिये पांच वर्ष) कास्ट और मैनेजमेंट एकाउन्टेन्ट्स का व्यावहारिक अनुभव)। (प्रत्येक संस्था के सम्बन्ध में व्योरा जिसमें प्रार्थी ने काम किया है, ये व्योरा नियोक्ताओं द्वारा पूर्ण रूप से कार्यालय मोहर के साथ साक्ष्यांकित होना चाहिये तथा एक और व्यक्ति उस संस्था का सदस्य होने से अच्छा होता, द्वारा अध्यास्त होना चाहिये। यदि प्रार्थी इच्छुक हो तो इस विवरण को अलग कागज पर दे सकता है।

(i) संस्था का नाम और पता

(ii) प्राप्त और कार्यकारी पूजी

(iii) कारखानों का विवरण और उनका पता

(iv) व्यवसाय का प्रकार

(v) पूर्ण बिजली

(vi) कर्मचारियों की कुल संख्या

(vii) कार्य-व्यस्त कर्मचारियों की संख्या

(ए) कारखाने में

(बी) कास्टिंग कार्य में

(viii) सेवा काल दिनांक के साथ

(ix) मुख्य कार्यालय में या कारखाने में? (कृपया पूरा विवरण दें)

23. पहले के नियोक्ताओं के साथ पदों का व्योरा और प्रत्येक पद का संक्षिप्त कार्य ये विवरण प्रार्थी के नियोक्ताओं या प्रवेश द्वारा अधिकारिक तौर पर साक्ष्यांकित होना चाहिए और प्रमाणिकरण के लिये एक दूसरे व्यक्ति, इस संस्था का सदस्य होने से अच्छा होता, द्वारा लघुहस्ताक्षरित होना चाहिए।

दिनांक :—

(सबसे पहले का प्रथम)

से—तक

विभाग का नाम और इसमें कर्मचारियों की संख्या, प्रार्थी का पद उत्तरदायी कर्मचारियों की संख्या जो प्रार्थी के लिये अधिकारी का पद जिसके लिये प्रार्थी उत्तरदायी (था) कार्य का विवरण जब (प्रार्थी) इस पद पर (था)।

24. एडवान्समेंट टू फेलोशिप के प्रार्थी को गत वर्ष के प्रत्येक पद के लिये एक और व्योरा देने की आवश्यकता है। ये व्योरे वर्तमान और भूतपूर्व नियोक्ताओं द्वारा कार्यालय मुहर के साथ साक्ष्यांकित होना चाहिए।

(ए) कास्ट/मैनेजमेंट एकाउन्टींग के प्रचालित प्रणाली पर संक्षिप्त टिप्पणी

(बी) क्या कास्ट एकाउन्टींग में यह पद सबसे ऊँचा है? और यदि नहीं तो सम्बन्धित सबसे ऊँचे पद का दर्जा क्या है।

(सी) एक मंघटन सारणी जिसमें प्रार्थी के मैनेजमेंट हायर-आर्कि (प्रशासकीय तथा कार्यात्मक) में कार्ट और मैनेजमेंट विभाग के साथ सम्बन्धित दर्जा गत पांच वर्ष के प्रत्येक पद के सम्बन्ध में दिखाना होगा।

25. क्या प्रार्थी कास्ट और वर्क्स एकाउन्टेन्ट्स अधिनियम 1959 के अनुसार कास्ट एकाउन्टेन्ट के रूप में प्रैक्टिस करने को इच्छुक है ?

26. क्या प्रार्थी प्रैक्टिस के अलावा ऊपर के 18-19 के अनुसार लगातार काम करने को इच्छुक है ?

27. क्या प्रार्थी ऊपर के 18-19 के बाहर किसी व्यापार या पेशा में व्यस्त है ? यदि है तो पूरा विवरण दीजिये ।

(प्रार्थी जो कास्ट और वर्क्स एकाउन्टेन्ट्स अधिनियम की धारा 2 (2) के प्रैक्टिस के अन्तर्गत नहीं आते उन्हें इन सब विवरणों को देने की आवश्यकता नहीं है ।)

28. क्या प्रार्थी किसी समय एकाउन्टेन्ट्स के रूप में प्रैक्टिस करने से बहिष्कृत किया गया था ? यदि ऐसा हो तो निलंबन का कारण और अवधि दें ।

मैं नीचे तीन व्यक्तियों का नाम और पता देता हूँ जिनमें हवाला लिया जा सकता है (इनमें से दो निर्णायक ऐसे व्यक्ति होते चाहिये जिन्हें प्रार्थी के ट्रेनिंग और अनुभव का निजी तौर पर ज्ञान हो) और एक व्यक्ति संस्था का सदस्य हो तो अच्छा है ।

| नाम | पता | संस्था में दर्जा या व्यापारिक पद |
|-----|-----|----------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

3. मैं वचन देता हूँ कि यदि मेरी भर्ती सहकारी/अधिष्ठात के रूप में इस संस्था में हुई तो मैं कास्ट एन्ड वर्क्स एकाउन्टेन्ट्स के अधिनियम 1959 और इसके अन्तर्गत बने विनियम या जो उक्त अधिनियम का अनुसरण करते हुये समय-समय पर बनेगा उसे मानने को बाध्य रहूँगा ।

4(i) मैं यहाँ से रुपये भेजता हूँ इस रुपये भर्ती शुल्क और इस वर्ष का वार्षिक सदस्यता शुल्क रुपये है ।

4 (ii) उस अवधि के लिये जिसकी समाप्ति 30 जून को हो रही है प्रैक्टिस करने के वार्षिक प्रमाण-पत्र के लिये 25 रुपये भी भेजता हूँ ।

आपका विश्वास पात्र

स्थान :—

दिनांक

हस्ताक्षर

प्रार्थियों से अनुरोध किया जाता है कि वे अपनी उम्र के साक्ष्य दे । मूल डिप्लोमा, प्रमाण पत्र और / या दूसरे लेख पत्र (डाकुमेंट्स), या साक्ष्यांकित प्रतिलिपियों की योग्यता के दावी के प्रमाण स्वरूप प्रार्थना पत्र के साथ अवश्य भेजे ।

एम्प्लोसमेंट्स जो फेलोशिप के लिये आवेदन करते हैं उन्हें सब विवरणों को देने की आवश्यकता नहीं है ।

यदि भुगतान बाकी न हो तो काट दें ।

II—सी० डब्ल्यू० आर० (20)/72 कास्ट एन्ड वर्क्स एकाउन्टेन्ट्स रैग्यूलेशन 1959 के विनियम II के उप-विनियम (3) का अनुसरण कर यह अधिसूचित किया जाता है कि नीचे लिखे सदस्यों का प्रैक्टिस करने का प्रमाण पत्र उनके नाम के सामने लिखे तारीख से लेकर 30 जून 1972 के लिये रद्द किया जाता है ।

नाम और पता रद्द करने की तारीख

श्री मालचन्द्र सोमानी

श्री० काम०, एल०एल०बी०, ए० आई० सी० डब्ल्यू० ए०

11 अप्रैल, 1972

सेक्टर 7/13/1528

फरीदाबाद, हरियाणा

(सदस्य संख्या 1749)

श्री ए० के० सुब्रह्मनीयन

एम० ए०, ए०आई०सी०डब्ल्यू०ए०

28 अप्रैल, 1972

3-3 नन्दा स्ट्रीट

कलकत्ता-21

(सदस्य संख्या 332)

श्री के० एन० एम० राव

एम०काम०, एलएलबी०, ए० आई० सी० डब्ल्यू० ए०

30 अप्रैल 1972

प्लॉट नं० 3, सिन्धी कालोनी

योगेश्वरी इस्ट

बम्बई 60 एन० बी०

(सदस्यता संख्या 2441)

एस० एन० घोष,

सचिव

MINISTRY OF LABOUR AND REHABILITATION

(Department of Labour & Employment)

DIRECTORATE-GENERAL OF MINES SAFETY

Dhanbad, the 17th September 1971

ORDER

No. Genl./17434 G.—In pursuance of regulation 191 of the Coal Mines Regulations, 1957 and regulation 182 of the Metalliferous Mines Regulations, 1961, and in supersession of all orders on this subject, I, H. B. Ghose, Chief Inspector of Mines, hereby approve the following types of protective footwear for use of workers employed in mines, namely :—

1. *Mines Safety Leather Boots and Shoes* made according to Indian Standard Specifications IS : 1989—1967 bearing ISI Certification Mark and Director-General of Mines Safety Approval Mark manufactured by the following firms :—

- M/s. Glace Kid (India) Pvt. Ltd.,
75, Ganesh Chandra Avenue,
Calcutta-13.
- Indian Craft and Industries,
G. 35, Nizamuddin West,
New Delhi-13.
- M/s. Tannery & Footwear Corporation of India Ltd.,
13/400, Civil Lines,

"Hazari Bungalow" Kanpur.

(d) Ruby Industries,
Post Box No. 306, Kanpur.

(e) M/s. Ruby Leather Products (P) Ltd.,
112/297, Swaroop Nagar,
Kanpur.

2. *Mines Safety Rubber Canvas Boots* made according to Indian Standard Specifications IS : 3976—1967 bearing ISI Certification Mark and Director-General of Mines Safety Approval Mark manufactured by—

M/s. Bata Shoe Co. (P) Ltd.,
Post Box No. 8913,
6A, Surendra Nath Banerjee Road,
Calcutta-13.

Dhanbad, the 17th September 1971

No. Gen/17435G.—In pursuance of sub-regulation (4) of regulation 157 of the Coal Mines Regulation, 1957 and sub-regulation (4) of regulation 151 of the Metalliferous Mines Regulations, 1961, I, H.B. Ghose, Chief Inspector of Mines hereby specify the following bulbs for use with Miners' Cap Lamps namely :—

| Trade Name | Specification | Manufacturer |
|------------|--|--|
| 'Comet' | 4 volts, 0.8 amps. hours Test Life. | M/s. Miniratur Bulb 131, Kanwali Road, Dehra Dun U.P. |

H. B. GHOSE
Chief Inspector of Mines.

OIL & NATURAL GAS COMMISSION

CORRIGENDUM

The following amendments are made to the Oil & Natural Gas Commission (Travelling Allowance) Amendment Regulations, 1972 published *vide* Notification No. 17(49)/70-Reg. in the Gazette of India, April 22, 1972 (Vaisakha 2, 1894) (Part III, Section 4) :—

| Page No. | Amendment |
|----------|---|
| 987 | (i) For the word "attended" in the 2nd line of proviso under clause (g), substitute the word "attendant". |
| 987 | (ii) Add the word "or" in between the words "class" and "of" occurring in second line of clause (h)(i). |

EMPLOYEES' STATE INSURANCE CORPORATION

New Delhi, the 17th May 1972

No. INS.I.2(1)1/71.—The following draft of amendment to the Employees' State Insurance (General) Regulations, 1950 which the Employees' State Insurance Corporation proposes to make in exercise of the powers conferred by Section 97 of the Employees' State Insurance Act, 1948 (34 of 1948), is published as required by Sub-Section (1) of the said Section for the information of all persons likely to be affected thereby and notice is hereby given that the draft amendment will be taken into consideration on or after the 16th June, 1972.

Any objection or suggestion which may be received from any person with respect to the said draft amendment before the date specified will be considered by the said Corporation.

Draft amendment of Regulation 10(1) of the Employees' State Insurance (General) Regulations, 1950.

"The following clause (1A) shall be added after clause (1) of Regulation 10 of the E.S.I. (General) Regulations, 1950.

(1A) If a member representing employers/employees under sub-clause (c) of clause (1) and the proviso to Regulation 10(1), nominated by the Chairman of the Corporation, is unable to attend any meeting of the Regional Board, he may, by a written instrument signed by him and addressed and delivered to the Chairman of the Regional Board at least seven days before the date fixed for the meeting, explaining the reasons for his inability to attend the meeting, appoint another representatives of the Organisation which he represents on the Regional Board, as his substitute for attending that meeting of the Regional Board and such substitute may attend the meeting subject to the approval of his appointment by the Chairman of the Regional Board. The substitute shall have all the rights and powers of a member in respect of that meeting and shall receive fees and allowances admissible to members of the Regional Board but his presence would not relieve the member of his obligation under Regulation 10(6)(i) of the E.S.I. (General) Regulations, 1950."

The 19th May, 1972

No. INS. I. 22(1)2/72(10).—In exercise of the powers conferred by sub-regulation (1) of Regulation 5 of the Employees State Insurance (General) Regulations, 1950, the Director General has determined that in the areas specified in the Schedule given below the first contribution and first benefit periods for Sets 'A', 'B' and 'C' shall begin and end in respect of persons in insurable employment on the appointed day of mid-night of 20th May, 1972 as indicated in the table given below :—

| Set | First Contribution Period | | First benefit period | |
|-----|---------------------------|---------------------|-----------------------|---------------------|
| | Begins on midnight of | Ends on midnight of | Begins on midnight of | Ends on midnight of |
| A | 20-5-1972 | 29-7-1972 | 17-2-1973 | 28-4-1973 |
| B | 20-5-1972 | 30-9-1972 | 17-2-1973 | 30-6-1973 |
| C | 20-5-1972 | 25-11-1972 | 17-2-1973 | 25-8-1973 |

SCHEDULE

Etawah consisting of revenue village Etawah in Pargana, Tehsil and District, Etawah, in the State of Uttar Pradesh.

B. R. MADAN,
Deputy Insurance Commissioner

THE INSTITUTE OF COST AND WORKS ACCOUNTS OF INDIA

Supplement to the Management, Accountant Vol. 7
No. 5, May 1972

(COST ACCOUNTANTS)

Calcutta-16, the 25th April 1972

No. 39-CWA(36)/72.—In exercise of the powers conferred by sub-section (1) of Section 39 of the Cost and

Works Accountants Act, 1959, (Act No. 23 of 1959), the Council of the Institute of Cost and Works Accountants of India has made the following amendments in the Cost and Works Accountants Regulations, 1959, the same having been previously published and approved by the Central Government as required by sub-section (3) of the said Section.

In the said Regulations :

I. For the existing sub-regulation (2) of Regulation 30, the following shall be substituted :

"(2) (a) No candidate shall be admitted to any Group of the Intermediate Examination to be held under Regulation 31 unless he has passed in or obtained exemption from the Group of Groups preceeding it :

Provided that a candidate may be admitted to all the Groups if taken together.

(b) A candidate shall be admitted to any or all Groups of the Intermediate Examination to be held under Regulation 32, provided that he has produced the certificate referred to in sub-regulation (1) of this Regulation."

II. In Regulation 31, for the existing opening sentence, the following shall be substituted, namely :—

"Students registered prior to 1st April 1973 who are candidates for the Intermediate Examination to be held upto and inclusive of 1976 shall be examined in the following subjects and Groups :"

[CURRENT SYLLABUS OF INTERMEDIATE EXAMINATION]

III. For the existing Regulation 32, the following new Regulation shall be substituted :

"32. *Groups, Papers and Syllabus for Intermediate Examination (Continued)*.—(1) The first examination with the Groups, papers and syllabus prescribed in this Regulation shall be held in July 1974. Students registered on or after 1st April 1973 shall be examined for the Intermediate Examination under this Regulation. Students registered prior to 1st April 1973 who are candidates for the Intermediate Examination to be held from 1977 shall also be examined under this Regulation.

(2) A candidate shall be admitted to any or all Groups of the Intermediate Examination under this Regulation, provided that he has produced the certificate referred to in Regulation 30 in respect of the Groups or Groups to which he seeks admission.

(3) The Groups, papers and syllabus for the Intermediate Examination under this Regulation shall be as follows :

GROUP 1

PAPER 1 : BUSINESS ORGANISATION

(One Paper—Three hours—100 marks)

A. Office Organisation

Office Management : Location of Office; Environment—internal and external; Methods as applied to Office Management; Office Manual.

Layout of Office and Working Facilities : Accommodation; Lighting; Ventilation; Furniture and fittings; Freedom from noise and dust; Safety and sanitary requirements; Time-and-labour-saving office appliances and stationery.

Services : Handling and disposal of mail and correspondence; Typing Filing and indexing Reproduction; Precise; Communication—(i) oral and written and (ii) internal and external; Centralisation versus decentralisation of services; Secretarial practice.

Administration : Organisation; Delegation of duties and authority; Planning and flow of work; Standards of performance and measurement of efficiency; Centralised and decentralised control; Security; Secrecy; Clerical routines; Design of forms; Cash and credit control; Purchases; Sales invoicing and accounting.

Personnel : Structure of Personnel according to job and skill; Recruitment remuneration, incentive, training, discipline, supervision, appraisal, promotion and retirement; Working conditions; Medical benefits and welfare arrangements; Office Committees; Staff Unions and joint consultation.

Organisation and Methods as applied to Office Management.

Reports : Types, style and presentation; Routine and special reports; Minutes and resolutions; Records and Record-keeping; Problems of space; Microfilming.

B. Business Administration and General Knowledge of Commerce and Finance

Forms of Business Organisation : Sole Trader, Partnership, Joint Stock Companies (Private & Public), Co-operative Societies, Government Companies, Public Corporations, etc.

Functions : Principal functions of a business organisation and coordination of a business.

Banking and Currency : Banking and negotiable instruments; Legal tender; Token money; Money and credit; Unit Trust.

TRADE : Procedure involved in inland and foreign (Export and Import) trade; Foreign exchange.

Transport : Organisation and forms of transport—land, air and water; Ships and Shipping; Consular Service.

Insurance : Insurance including Life Assurance General and Particular Averages; Average Statement.

Dealings in Stock Exchange.

Selling : Publicity and Advertisement; Elementary knowledge of Market Research : Sales methods and Sales promotion.

PAPER 2 : ECONOMICS

(One Paper—Three hours—100 marks)

A. General Economics

Introductory : Definition and meaning of various economic terms such as goods, wants, demand, supply, wealth, utility, consumers' surplus, etc.; Laws of returns; Marginal concepts; Static and dynamic economics.

Supply and Demand : Value; Price; Equilibrium between value and price; Elasticity of demand and supply; Indifference curves; Short term and long term analysis of value under static and dynamic conditions.

Price : Perfect and imperfect competition; Monopoly and oligopoly conditions.

Factors of Production : Land, labour, capital and organisation; Various theories, particular

on rent, wages, interest and profit; Position of and part played by entrepreneurs.

Money and Banking : Definition of money; Functions and types of money; Money and Price; Theories of money; Inflation and deflation; Index Numbers, Functions and types of Banks; Central Banking; Banks and money supply; Control on money by banks.

International Trade : Balance of trade; Balance of payment; Theory of comparative advantage; Economic tariff and protection; Free trade.

Planning : Economic development and the State; Definition, need, types, objects and techniques of planning; Capital formation; Planning and control.

Miscellaneous : Deficit financing; foreign exchange; Large scale and small scale industries; National income; Gross and Net National Product; Speculation; International financial institutions; Business cycles; Principles of taxation and its effects on production, distribution and national economy of a country; Micro-Economic and Macro-Economics.

B. Indian Economic Problems and Developments

Finance for Industries : Reserve Bank; State Bank; Industrial Finance Corporation; National Industrial Development Corporation; Industrial Credit and Investment Corporation; Industrial Development Bank; International Finance Institutions and industrial finance in India.

Labour : Conditions of labour in India, Trade Union movement in India; Machinery for prevention and settlement of disputes; Co-partnership, Joint Management, etc.; Labour legislation and industrial relation in India; Indian labour and productivity.

Planning in India : Mixed economy; Socialistic pattern of society; Aim, object and technique of planning in India; Financial resources; Employment and Plans; Five Year Plans; Objectives and strategy of planning; Role of Government in economic life.

Miscellaneous : Agriculture and industry; Large scale and small scale industries; Managing agency system; Public and private enterprise; National income; Distribution of income; capital formation; Sterling reserves.

PAPER 3 : INDUSTRIAL LAW

(One Paper—Three hours—100 marks)

The following Statutes (including any revisions, amendments or consolidations that may take place from time to time) and Rules or Schedules, if any, framed under these Statutes by authorities under the Central Government :

Factories Act; Payment of Wages Act; Industrial Employment (Standing Orders) Act; Workmen's Compensation Act; Indian Trade Unions Act; Industrial Disputes Act; Minimum Wages Act; Employees State Insurance Act; Employees Provident Fund Act; Apprentices Act; Industrial Statistics Act.

(Candidates should be familiar with the application of the Statutes to industrial problems. More emphasis will be laid on an understanding of principles than on a knowledge of detail.)

PAPER 4 : MERCANTILE AND COMPANY LAW

(One Paper—Three hours—100 marks)

The following Statutes (including any revisions, amendments or consolidations that may take place from time

to time) and Rules or Schedules, if any, framed under these Statutes by authorities under the Central Government :

Indian Contract Act; Sale of Goods Act; Negotiable Instruments Act; The Companies Act (excluding Chapters on Winding Up and Winding Up of Unregistered Companies) and Rules and Schedules, framed under the Act by the Central Government including any revisions, amendments or consolidations of the Act, Rules or Schedules that may take place up to the date six months previous to the date of examination.

(Emphasis will be laid on the application of the Statutes to commercial problems and problems relating to Companies.)

GROUP II

PAPER 5 : ELEMENTARY MATHEMATICS AND ELEMENTARY STATISTICS

(One Paper—Three hours—100 marks)

A. Elementary Mathematics (This will carry 50 marks.)

Arithmetic : Approximation; Significant figures; Possible errors in calculation; Aliquot parts; Mixtures; Averages.

Algebra : Equations (Linear and Quadratic); Ratio, proportion and variation; Indices; Logarithms Arithmetical and Geometrical Progressions; Discount; Compound Interest; Annuities; Amortisation; Use of Slide Rule and logarithmic tables.

Trigonometry : Trigonometrical ratios and formulae; Multiple and submultiple angles; Simple applications of trigonometrical ratios; Simple problems on inverse trigonometrical functions; Use of trigonometrical tables.

Mensuration : Circumference of circle; Perimeter of ellipse; Area of triangle, parallelogram, polygon, circle (including sector, segment and annulus) and ellipse; Area of irregular figures; Volume and surface of cube, prism, cylinder, pyramid, cone, frustum, sphere (including zone and segment) and anchor ring; Sides and areas of similar figures; Simpson's Rule and Mid-ordinate Rule; Guldin's or Pappus Theorem.

B. Elementary Statistics (This will carry 50 marks.)

Data : Collection, Scrutiny, compilation, classification and tabulation; Interpolation; Diagrammatic and graphical presentation; Mechanical aid to computation.

Measurement : Average—mean; median; mode; Dispersion; Skewness; Kurtosis; Moments; Frequency distribution and their characteristics; Standard Deviation.

PAPER 6 : BOOK-KEEPING AND ACCOUNTANCY

(One Paper—Three hours—100 marks)

Theory of Accounting; Single and Double Entry; Ledgers; Trial Balance; Manufacturing, Trading, Profit & Loss, and Profit & Loss Appropriation Accounts; Distinction between capital and Revenue; Depreciation; Reserves and Provisions, Reserves and Sinking Funds; Balance Sheets.

Accounts Current and Average Due Date; Negotiable Instruments; Packages Accounts; Goods on Sale or Return, Consignments, Voyage and Joint Venture Accounts; Partnership Accounts including dissolution of partnership; Goodwill and problems connected therewith; Investment Accounts; Receipts and Payments Accounts

and Income and Expenditure Accounts; Departmental Accounts and Branch Accounts (including foreign branches); Total Accounts and Sectional Balancing. Royalty; Hire purchase and instalment payment purchase.

Company Accounts : Issue, forfeiture and redemption of shares and debentures; Profits prior to incorporation; Divisible profits and dividends; Statements, returns and other accountancy provisions under Companies Act; Miscellaneous problems on Company Accounts.

Accountancy Ratios.

Preparation of Accounts from incomplete records.

PAPER 7 : FACTORY ORGANISATION AND ENGINEERING

(One Paper—Three hours—100 marks)

A. *Factory Organisation* (This will carry 50 marks.)

Management Functions : Organisation, Military or line organisation; Line and staff organisation; Functional organisation; Supervision of staff; Confidence, co-operation and harmonious execution of responsibilities by workers, foremen and management; Various types of control.

Factory : Location and site; Layout and design; Lighting and Ventilation; Units, departments, shops and sections in a factory.

Plants and Tools : Location and arrangement; Selection and care of machines; Maintenance department procedure; Tools and tool room; Duties of tool keeper.

Stores : Location and arrangement of store room; Store-keeping; Duties of store-keeper; Purchase; Inspection; Receiving, stocking and supply of materials; Methods of handling and conveyance of materials; Packing, forwarding, and despatch methods.

Industrial Relations : Personnel department; Selection, training, promotion and discipline; Welfare methods; Recreation, meal break, canteen, sanitation, etc.; Time Office routine and functions.

Production Department : Production planning; Scheduling; Routing of work order and flow chart; Progressing and chasing; Inspection to prevent or discover errors; Avoidance of waste; Preliminary idea of time and motion study.

Security : Accidents and their consequences; Prevention of accidents; Safety measures; Watch and Ward department and its functions.

B. *Engineering* (This will carry 50 marks.)

(Candidates will be required to have an elementary knowledge of the technological terms and an elementary idea of the usage of machines and equipments. Emphasis will be laid on the practical application rather than on the theories. Mathematical treatment of the subject or detailed constructions, drawings and sketches will not be required.)

Units of Measurement : Length, mass, time, velocity, acceleration, momentum, force, moment of a force and couple, work and energy.

Materials : Basic properties of cast iron, mildsteel, tool steel, alloy-steel, copper, aluminium, brass and bronze.

Elements of Physics and Chemistry : Expansion of solids, liquids, and gases by heat; Temperature and its

measurement; Quantity of heat; Specific heat; Melting point; Boiling point; Humidity; Latent heat; Radiation, convection and conduction of heat.

Elementary idea of chemical compounds, mixture, solution, crystallisation, distillation, evaporation, precipitation, filtration, decantation, desiccation Atoms and molecules Symbols; Formulae; Valency; Chemical equations; Acids, bases and salts; Neutralisation.

Power Generation : Furnace and boiler; Prime movers—steam, water, oil, electricity; Simple electrical units such as ampere, volt, ohm, kilowatt—hour; Generation and transmission of electric current; Advantages and disadvantages of alternating and direct currents; Power plant.

Workshop Machinery and Equipments : Transmission of power by belt, rope, chain, gear, shaft coupling, bearing, lubrication; Simple equipments such as lever, pulley, wheel and axle, screw jack; Production machines such as lathe, drill, planer, shaper, grinder.

GROUP III

PAPER 8 : COST ACCOUNTANCY—PRIME COST

(One Paper—Three hours—100 marks)

Purchasing and Receiving : Material as an element of Cost; Classification and coding of materials, Fixation of maximum, minimum and ordering levels; Purchase requisition; Purchase order; Standard ordering quantity; Follow-up of purchase orders; Inspection; Return to suppliers; Goods Received Notes; Pricing of receipts.

Storage : Organisation and Layout of stores; Material handling Cost; Bin cards; Stores routine.

Issue of Materials : Stores Issue Requisitions; Returns from shop floor; Pricing of material issues and returns; Consumption control.

Material Accounting and Stock Control : Stores Ledgers; Material Abstract; Computation of material cost per unit of output; Detection, location, and prevention of slow and non-moving or obsolete materials, Inventory management & Inventory control. Material Cost Reporting.

Physical Verification : Organising physical verification work; Periodical and Perpetual Inventory; Investigation and analysis of discrepancies according to causes for corrective action; treatment of the discrepancies.

Labour Routines : Labour as an element of Cost; Classification of labour; Time-keeping, Payroll preparation; Disbursement of wages.

Principles and Methods of Remuneration : Various wage payment and incentive systems; Work study; Job Evaluation; Merit Rating; Time and Motion study; Fixation of standard time.

Accounting, Control and Reporting : Accounting of labour cost; Computation of labour cost rates; Measures of performance and cost; Idle-time; Overtime; Labour Turnover; Cost of defective production and process-losses. Labour Cost Reporting.

Chargeable expenses and problems connected therewith.

PAPER 9 : COST ACCOUNTANCY—OVERHEAD

(One Paper—Three hours—100 marks.)

Classification : Overhead as an element of Cost; Classification of overhead according to functions—Factory,

Selling, Distribution, Administration; Research and Development; Classification according to variability—Fixed, Semi-variable and Variable.

Overhead Cost Ascertainment : Collection, allocation, departmentalisation, and absorption of overhead cost.

Accounting and Control of : Factory, Selling Distribution, Administration, Research and Development Costs; Treatment of under- and over-absorption of overhead; Reports for control of overhead costs.

Miscellaneous : Capacity costs; Treatment of depreciation in costs.

PAPER 10 : COST ACCOUNTANCY—METHODS

(One Paper—Three hours—100 marks.)

Accounting : Cost Ledger Accounting; Reconciliation of Cost and Financial Accounts; Integral or Integrated Accounting.

Methods of Costing : Job Costing; Batch Costing; Contract Costing; Process Costing; Operation Costing; Operating Cost; Unit Costing; Multiple Costing; By-products and Joint products.

Methods of Control and Costing Techniques : Budgetary Control and Standard Costing and Variance Analysis; Responsibility Accounting; Marginal Costing and cost-volume-profit relationship; Uniform Costing; Cost Reduction.

Miscellaneous : Treatment of special expenses in costs such as research and development, preliminary expenses, rectification expenditure, obsolescence cost etc.; Tools,

patterns and designs, etc.; Productivity; Mechanisation of Accounts; Accounting and control of waste, scrap, spoilage, defective, etc.; Cost plus system.

Presentation of information."

IV. For the existing Regulation 32A, the following shall be substituted :

"32A. *Exemptions*.—Exemption from individual subjects in the Intermediate Examination shall be granted as follows :

(1) A candidate who has passed—

(a) the Intermediate Examination of the Institute of Chartered Accountants of India, England and Wales, Scotland or Ireland or the Intermediate Examination or Parts I and II of the Examination of the Institute of Cost and Management Accountants London, shall be exempted from the subject Book-Keeping and Accountancy prescribed in Regulation 31 or Regulation 32.

(b) a degree examination of any University or a diploma/degree examination of the Indian Institute of Science, Bangalore, or any of the Indian Institutes of Technology or the Three-Year Diploma in Rural Services Examination conducted by the National Council for Rural Higher Education, in the subjects shown in Column I of the table below with a paper of at least 200 maximum marks or with at least two papers in that subject, shall be exempted from the paper shown in Column II or Column III, as the case may be, provided that a minimum aggregate of 50% marks in the concerned subjects of the exempting examination had been obtained :

| Column I | Column II (See Regulation 31) | Column III (See Regulation 32) |
|-------------------------------------|--|--------------------------------------|
| Economics | Economics of Industry and Commerce and Industrial Evolution in India | Economics |
| Mathematics, Physics or Engineering | Practical Mathematics | |
| Engineering | Elements of Engineering | Factory Organisation and Engineering |

(2) A candidate who under the second proviso to Regulation 29 reappears at the Intermediate Examination shall be entitled to exemption from the

subjects mentioned in Column I or Column II, as the case may be, of the table below :

| Column I (See Regulation 31) | Column II (See Regulation 32) |
|---|--|
| Economics of Industry and Commerce and Industrial Evolution in India. | Economics |
| Book-keeping and Accountancy | Book-keeping and Accountancy |
| Practical Mathematics | Elementary Mathematics and Elementary Statistics |
| Elements of Engineering | Factory Organisation and Engineering |
| Costing (Three Papers) | Cost Accountancy (Three Papers) |

(3) A candidate who—

(a) has passed in or obtained exemption from any of the subjects shown in Column I of the table below, of the Intermediate Examination prescribed in Regulation 31, or

(b) is admitted as a registered student under Regulation 25A and who, prior to the cancellation of his

former registration under Regulation 25, had passed in or obtained exemption from any of the subjects shown in Column I of the table below, of Intermediate Examination prescribed in Regulation 31

shall be entitled to exemption from the corresponding subjects, shown in Column II, of the Intermediate examination prescribed in Regulation 32 :

| Column I (See Regulation 31) | Column II (See Regulation 32) |
|--|--|
| Office, Methods and General Knowledge of Commerce and Finance | Business Organisation |
| Economics of Industry and Commerce and Industrial Evolution in India | Economics |
| Industrial and Commercial Law | Industrial Law |
| Book-keeping and Accountancy | Book-keeping and Accountancy |
| Practical Mathematics | Elementary Mathematics and Elementary Statistics |
| Elements of Engineering | Factory Organisation and Engineering |
| Costing (Three Papers) | Cost Accountancy (Three Papers) |

(4) A candidate who is not declared successful in Group I or Group II of the Intermediate Examination held under Regulation 31, but obtains a minimum of 50 per cent of the total marks in any paper of the said Group I or Group II shall be exempted from that paper :

Provided that this sub-regulation shall not apply to any Inter-mediate Examination to be held from July 1974"

V. For the existing sub-regulation (2) of Regulation 33, the following shall be substituted :

"(2)(a) No candidate shall be admitted to any Group of the Final Examination to be held under Regulation 34 unless he has passed in or obtained exemption from the Group or Groups preceding it :

Provided that a candidate may be admitted to all the Groups if taken together.

(b) A candidate shall be admitted to any or all Groups of the Final Examination to be held under Regulation 35, provided that he has produced the certificate referred to in sub-regulation (1) of this Regulation."

VI. In Regulation 34, for the existing opening sentence, the following shall be substituted, namely :

"Students who pass the Intermediate Examination prior to 1st April 1973 and who are candidates for the Final Examination to be held up to and inclusive of 1976 shall be examined in the following subjects and Groups :"

[CURRENT SYLLABUS OF FINAL EXAMINATION]

VII. For the existing Regulation 35, the following new Regulation shall be substituted :

"35. *Groups, Papers and Syllabus for Final Examination (Continued).*—(1) The first examination with the Groups, papers and syllabus prescribed in this Regulation shall be held in July 1974. Students who pass the Intermediate Examination after 1st April 1973 shall be examined for the Final Examination, under this Regulation. Students who pass the Intermediate Examination prior to 1st April 1973 and who are candidates for the Final Examination to be held from 1977 shall also be examined under this Regulation.

(2) A candidate shall be admitted to any or all Groups of the Final Examination under this Regulation, provided that he has produced the certificate referred to in Regulation 33 in respect of the Group or Groups to which he seeks admission.

(3) The Groups, papers and syllabus for the Final Examination under this Regulation shall be as follows :

GROUP I

PAPER 1 : COST AUDIT AND MANAGEMENT AUDIT

(One Paper—Three hours—100 marks.)

General Principles of Audit : Types of functional audit; Detection and prevention of fraud; Internal check and internal control; Audit of cash and other transactions : Verification of assets and liabilities, Audit of procedures of authorisation of revenue and capital expenditure.

Internal Audit.

Cost Audit : Cost and Efficiency Audit; Cost Audit vis-a-vis financial audit; Special characteristics, scope and functions of cost audit; Organisations for and circumstances favouring cost audit; Benefits of cost audit; Cost audit programme and procedure; External or Statutory Cost Audit-Provisions of cost audit in Companies Act and audit of scheduled industries; Cost investigation.

Management Audit : Audit of management functions, such as—General management, including chief executive and top management, Production, Personnel, Selling and Distribution, Research & Development, Costing, Accounting and Finance and Secretarial and Administrative functions; Management audit in relation to statutory audit, financial audit, operational audit and cost audit.

PAPER 2 : ADVANCED ACCOUNTANCY

(One Paper—Three hours—100 marks)

Higher treatment of the area covered in Intermediate Syllabus on "Book-keeping and Accountancy" and critical study of the Companies Act, and Rules and Schedules thereunder in so far as they relate to books and accounts will be expected. In addition,

Higher aspects of Company Accounts : Amalgamation, Absorption and Reconstruction of companies, Alteration of Share Capital; Reduction of Capital; Valuation of Shares; Stock Exchange transactions; Holding and subsidiary companies; Consolidated Balance Sheet and consolidated Profit and Loss Account for a group of companies.

Accounts of banks and insurance companies : Treatment of life policies taken in payment of debts due; Double accounts system; Claims for loss of stock, loss of profits and other compensations, including marine insurance claims.

Accounts of industrial undertakings constituted under special statutes such as Electricity, Railways, Damodar Valley Corporation and Indian Airlines Corporation.

Government and Municipal Budgets and Accounting.
Accounts of Public Sector undertakings.

PAPER 3 : TAXATION

(One Paper—Three hours—100 marks)

Tax Planning : Income Tax Act relating to different classes of assessee, such as individuals, firms and companies : Sources of income; Basis of assessment; Computation of assessable income; Relief, deductions, exemptions, etc.; Treatment of depreciation, obsolescence and loss of profits on sale of assets; Capital Gains Tax.

Estate Duty Act; Expenditure Tax Act; Gift Tax Act; Wealth Tax Act; Central Sales Tax Act; The Customs Act; The Central Excise and Salt Act (excluding the special provisions relating to Salt.)

(The syllabus will embrace the principles, law and practice relating to the above Acts. In their answers, the candidates are expected to take into account the provisions of the Finance Act and such other legislations amending the relevant Acts which have been passed not later than six months previous to the date of examination).

GROUP II

PAPER 4 : MATHEMATICS AND BUSINESS STATISTICS

(One Paper—Three hours—100 marks)

A. *Mathematics* (This will carry 50 marks.)

Algebra : Graphical solutions of linear and quadratic equations; Elementary idea of permutation and combination; Binomial and Exponential theorems; Elements of Matrix Algebra (meaning of matrices, matrix multiplication, simple application of matrices and determinants),

Simple Vector Analysis : Vectors and scalars; Resolution of Vectors, Addition and subtraction of Vectors; Product of two Vectors; Expression of work and moment in Vectors; Simple applications.

Calculus : Elementary idea of Functions, their limits and continuity (including graphical approach); Differentiability of Functions and the Standard Forms; Derivative as a Rate-measure; Simple idea of higher order derivatives; Elementary idea about Maxima and Minima of a Function; Integration (Simple rules and the standard forms and evolution of definite integrals).

B. *Business Statistics* (This will carry 50 marks.)

Measurements : Co-efficient of variation; Correlation; Regression; Analysis of Time series.

Probability; Elementary idea about theoretical distributions; Binomial Poisson and Normal distributions.

Sampling : Sampling distributions; Statistical Quality Control; Index numbers.

Applications : Business Forecasting; Market research techniques; Quality Control.

PAPER 5 : FINANCIAL MANAGEMENT

(One Paper—Three hours—100 marks)

Classification and Coding of Accounts

Sources of Capital : Assets, liabilities and net worth of a business, Methods of obtaining finance from public and private and internal and external sources; Long and

short term loans; secured and unsecured advances; credit instruments; cost of obtaining capital; forms of capital structure.

Planning and Assessment of Capital Requirement : Fixed assets; Current assets; Liquid resources; Forecast of business activity; Requirement of working capital; Cash flow.

Investment of Capital : Investment in own business and in business of subsidiaries; Trustee securities; Investment in companies quoted in stock exchange; Investment trusts.

Valuation : Valuation of fixed and current assets and goodwill; The effect of changing price levels.

Control of Capital Employed : Provision replacement and extension of fixed and current assets; Necessity for sound capital investment policies; Determination of priorities for capital projects; Methods of assessment and evaluation of profitability of capital investments; Forecast authorisation, recording and control of capital expenditure; Return on capital employed; Control of levels of stocks and worn-in-progress.

Credit Control and Realisation of Debtors : Debtors and Creditors; Investigation of customer's credit standing; Realisation of sundry debtors; Credit allowed by vendors; Cash and trade discounts payable and receivable.

Profit : Profit and profit planning; Distribution and ploughing back of profit.

Reports : Design and content of annual reports and accounts; criticism and interpretation of published accounts; accounting and statistical data.

Interfirm-Comparison and Ratio Analysis.

PAPER 6 : PRINCIPLES AND PRACTICE OF MANAGEMENT

(One Paper—Three hours—100 marks)

A. *Principles*

Concept of Management : Present pattern of development in business and industry; Need for principles of business management.

Management Functions : Unification of diverse specialised activities; Planning; Policy making; Authority and responsibility; Organizing, co-ordination, motivation, direction and control; Managerial objectives and criteria of management.

B. *Practice*

Organisation Structure and Relationship : Types, basis, functions, regions, operations, products, customers.

Delegation : Specification; Duties, authority, accountability.

Staffing and Job Specification.

Communications.

Execution of Policy.

Management Practice in Public Enterprises and Public Utility Undertakings.

Public Relations : Government departments; Local authorities, Chambers of Commerce; Trade associations; Technical and professional bodies; Trade Unions; Public relations department.

GROUP III

PAPER 7 : COSTING SYSTEMS, METHODS AND CONTROL

(One Paper—Three hours—100 marks)

Installation and Organisation : Necessity and importance of Cost Accounting; What management expects of Cost Accounting; Organisation of Cost Accounting department; Organisation of and relationship with other departments; Installation of a costing system and modification thereof; Planning and Progressing of Accounting; Design of forms and records.

Methods : Practical and advanced treatment of different methods of costing mentioned in Paper 10 of the syllabus for Intermediate Examination and practical problems inherent therein; Wastages, scraps, spoilages and defectives; joint products and By-products.

Control : Marginal Cost concept : The basic concept of marginal Cost and Marginal Costing; Break-even Analysis and Cost-Volume-Profit Analysis; Break-even charts and profit-charts; Differential Cost Analysis; Modern decision techniques; Stock-valuation under Marginal Costing technique *vis-a-vis* under Absorption Costing technique.

Budget and Budgetary Control : Objectives; Functional budgets leading to the preparation of Master Budget; Cash advertisement, administration, research and development, maintenance cost, and capital budgets; Principal budget factor; Budget period; Fixed and flexible budgets; Responsibility accounting; Budgetary control report; Revision of budgets.

Standard Cost and Standard Costing : Concept of standard costs; Uses of standard product costs; Organising standard cost records; Accounting methods under standard cost system (partial, single and dual plans); Standard costing in association with marginal and absorption costing techniques; Operating statements in standard costing system; Stock-valuation at standard costs.

Variances : Costs, Profits and Sales variances; Nature, causes, calculation and analysis of variances from budgets and standards; Presentation and investigation of variances; Effect of changes in the standard.

Reporting : Reporting and presentation of information to different levels of management; Requisites of reports; Interpretation and use of information by management for policy formulation and control.

PAPER 8 : APPLIED COSTING

(One Paper—Three hours—100 marks)

Applied Costing : Extension and application of Costing in—

- (i) Specific individual industries or units.
- (ii) Public enterprises—departmentally managed, company managed, public corporation, etc.

Column I

(See Regulation 31)

Advanced Accountancy (two papers)

(b) has passed in or obtained exemption from any of the subjects, shown in Column I of the table below of the Final Examination prescribed in Regulation 34, or

(c) is admitted as a Registered Student under Regulation 25A and who, prior to the cancellation of his former registration under Regulation 25, had

(iii) Non-industrial organisations.

Use of Cost Data : Problems such as cost and pricing, tendering, costing of after-sales service, profit forecasting and planning; Intra-company transfer pricing.

Productivity concepts and measurement thereof; Overall and factorial productivity; Uniform cost accounting.

PAPER 9 : QUANTITATIVE TECHNIQUES AND DATA PROCESSING

(One Paper—Three hours—100 marks)

Operational Research; Network Analysis (Pert/CPM); Value Analysis and Value Engineering; Cost Reduction.

Data Processing :

(a) **Conventional Methods :** Manual and Mechanical; Types of Machine Accounting; Punched Card Accounting system including fields of application of the Punched Card Accounting system; Advantages of Machine Accounting.

(b) **Systems Analysis & Organisation & Method :** Review and redesign of existing system in terms suitable for use with automatic Electronic Computer; Organisation and Method; Integrated Data Processing; Feasibility study in respect of schemes for installation of Electronic Data Processing system; Purchasing of equipment; Obtaining equipment on rental basis; Hiring of computer services; Elementary ideas of nature, purpose and methods of programming; Flow Charts and Block Diagrams; Design of forms suitable for mechanisation.

(c) **Hard and Soft Wares :** Electronic Data Processing; Principles of the working of an Electronic computer; analog vs. Digital Computers; Components of a computer; Input and out methods and devices; Data preparation; Storage systems—external and internal. Meaning of the terms like operating system, compilers, etc.; Fields of application; Data Processing and the Auditor and the Accountant."

VIII. For the existing Regulation 35A, the following shall be substituted :

"35A. **Exemptions.**—Exemptions from individual subjects at the Final Examination shall be granted as follows :

(1) A candidate who—

(a) has passed the Final Examination of the Institute of Chartered Accountants of India, England and Wales, Scotland or Ireland or the Final Examination or Parts III and IV of the Examination of the Institute of Cost and Management Accountants, London, shall be exempted from the papers shown in Column I or Column II, as the case may be :

Column II

(See Regulation 32)

Advanced Accountancy Taxation

passed in or obtained exemption from any of the subjects shown in Column I of the table below of the Final Examination prescribed in Regulation 34,

shall be entitled to exemption from the corresponding subjects, shown in Column II, of the Final Examination prescribed in Regulation 35 :

| Column I | Column II |
|---------------------------------------|--|
| (See Regulation 34) | (See Regulation 35) |
| Advanced Accountancy (two papers) | Advanced Accountancy Taxation |
| Costing (Three papers) | Costing Systems, Methods and Control Applied Costing |
| Principles and Practice of Management | Quantitative Techniques and Data Processing Principles and Practice of Management |
| Management Accountancy | Financial Management |
| Statistics Methods | Mathematics and Business Statistics |

(2) A candidate who is not declared successful in Group I or Groups III of the Final Examination held under Regulation 34, but obtains in a subject—

(i) where the subject comprises one paper, a minimum of 50 per cent of the total marks, or

(ii) where the subject comprises more than one paper, a minimum of 40 per cent of the total marks in each paper and a minimum aggregate of 50 per cent of the total marks of all papers,

shall be exempted from that subject :

Provided that this sub-regulation shall not apply to any Final Examination to be held from July 1974."

IX. In sub-regulation (2) of Regulation 41, for the words "for a pass in Group III of the Intermediate Examination or Group II of the Final Examination",

the following shall be substituted;

"for a pass in Group III of the Intermediate Examination held under Regulation 31 or Regulation 32 or Group II of the Final Examination held under Regulation 34 or Group III of the Final Examination held under Regulation 35".

S. N. GHOSE
Secretary

Calcutta-16, the 22nd May 1972

(COST ACCOUNTANTS)

No. 39-CWA(37)/72.—In exercise of the powers conferred by sub-section (1) of Section 39 of the Cost and Works Accountants Act, 1959, (Act No. 23 of 1959), the Council of the Institute of Cost and Works Accountants of India has made the following amendments in the Cost and Works Accountants Regulations, 1959, the same having been previously published and approved by the Central Government as required by sub-section (3) of the said Section :

In the said Regulations :

I. After the end of Chapter XI and Regulation 145, the following new Chapter XII and Regulation 146 shall be added, namely :

"CHAPTER XII

Chapters of Accountants

146. Chapters of Cost Accountants.—

- (1) The Council may, by notification in the Journal of the Institute, recognise Chapters of Cost Accountants and for that purpose make by-laws in connection therewith.
- (2) In particular and without prejudice to the generality of the foregoing powers, such by-laws may provide for conditions for recognition of Chapters.
- (3) A Chapter, at all times, shall function subject to the control, supervision and direction of the Council through a Regional Council and shall carry out such directions as may from time to time be issued by the Council.
- (4) The Council may, at any time, if it considers necessary to do so, withdraw the recognition of a Chapter."

II. For the existing Form 'B' of the Schedule to the Regulations, the following form shall be substituted, namely :

FORM 'B'

Form of Application for Admission as Associate/Fellow of The Institute of Cost and Works Accountants of India

To

The Secretary to the Council of
THE INSTITUTE OF COST AND WORKS
ACCOUNTANTS OF INDIA
12 Sudder Street
Calcutta 16

Sir,

I beg to apply for admission as an Associate/Fellow of the Institute of Cost and Works Accountants of India. I also hereby declare that I am not subject to any of the disabilities stated in Section 8 of the Cost and Works Accountants Act, 1959. The required particulars are furnished below :

1. Name in full :
(Block letters)
2. Name in short with surname at the end :
3. Father's name :
4. Date of birth :
5. Nationality :
6. Details of Qualifications (a) Educational
(b) Professional
7. Period of residence in India :
8. If not an Indian Citizen, please state whether Certificate of Indian Domicile has been obtained :
9. Permanent residential address :
10. Present residential address :
11. Occupational/Professional address :
12. Number and date of admission as Associate (if applicable) :
13. (a) The year and month in which the applicant passed the Final Examination held under the

Cost and Works Accountants Regulations, 1959 and

- (b) Roll No. at that Examination.
 - (c) Student Registration Number; or
 - (a) The year and month in which the applicant passed the Final Examination held by the Institute of Cost and Works Accountants, Calcutta, (the dissolved company) and
 - (b) Roll No. at the Examination.
 - (c) Student Registration Number; or
 - (a) The year and month in which the applicant passed such other Examination as is recognised as equivalent to the Final Examination held under the Cost and Works Accountants Regulations, 1959, along with the particulars of the Examination and
 - (b) Roll No., if any, at that Examination.
14. Details of practical training, if any, taken by the applicant. 4
15. Nature and place or places of business in India (See Regulation 110)
16. Whether the applicant is in charge of the place mentioned at 15? If not, the name(s) and membership number(s) of the member(s) of the Institute who is (are) in charge of that (those) place(s) and his (their) address(es)?
- (Applicants not in practice within the meaning of Sec. 2(2) of the Cost and Works Accountants Act, 1959, need not give these particulars.)
17. Period for which the applicant has been continuously in practice as a Cost Accountant.
18. If the applicant is a paid assistant to a Cost Accountant in practice or in a firm of such Cost Accountants, name of the Cost Accountant or the firm and from which date.
19. If the applicant holds a salaried employment other than that covered by 18 above, full particulars thereof :
- (i) Name and address of present employers :
 - (ii) Paid-up and working capital :
 - (iii) Particulars of factories and their addresses :
 - (iv) Nature of business :
 - (v) Sales turnover :
 - (vi) Total number of employees :
 - (vii) Number of employees engaged :
 - (a) in factory,
 - (b) in costing work.
 - (viii) Period of service with dates :
 - (ix) Official designation of present employment :
 - (x) Date appointed to present post :
 - (xi) Whether in complete charge and authority of the whole costing work ;
 - (xii) Relative position to that of the Chief Superior Officer :
 - (xiii) Whether in head office or in factory (please give details) :

20. Details of positions held with present employers and brief particulars of duties in respect of each position. (This statement should be attested officially by the applicant's employers/superiors and initialled by one other person, preferably a member of the Institute, by way of verification. If the applicant so desires, this statement may be given on a separate sheet of paper.)

Dates

(Earliest first)

From

To

Name of department and number of employees in it

Applicant's position

No. of employees responsible to applicant

Title of officer to whom applicant responsible

Brief particulars of duties while holding the position

21. (a) Particulars of items, if any, of Cost and Management Accounting work done outside the costing department, e.g. pay-roll accounting, stock verification, etc., and the applicant's role in connection therewith.
- (b) Functional responsibility of cost department in regard to (a) above.
22. Particulars of applicant's previous employers (insofar as relevant to applicant's claim to have had at least three years' (in case of Fellowship—five years') practical experience of Cost and Management Accountancy.) (Particulars in respect of each organisation in which the applicant served should be furnished duly attested by the employers concerned under their official seal and initialled by one other person, preferably a member of the Institute. If the candidate so desires, this statement may be given on separate sheets of papers.)
 - (i) Name and address of the organisation :
 - (ii) Paid up and working capital :
 - (iii) Particulars of factories and their addresses :
 - (iv) Nature of business :
 - (v) Sales turnover :
 - (vi) Total number of employees :
 - (vii) Number of employees engaged :
 - (a) in factory,
 - (b) in costing work
 - (viii) Period of service with dates :
 - (ix) Whether in head office or in factory (Please give details) :
23. Details of positions held with past employers and brief particulars of duties in respect of each position. (This statement should be attested officially by the applicant's employers/superiors and initialled by one other person, preferably a member of the Institute, by way of verification. If the

applicant so desires, this statement may be given on separate sheets of paper).

Dates

(Earliest first)

From To

Name of department

and number of employees

in it

Applicant's position

No. of employees

responsible to applicant

Title of officer

to whom applicant responsible

Brief particulars of duties while holding the position

24. An applicant for advancement to Fellowship is required to give the following further details, in respect of each position held by him during the last five years, duly attested by his present/past employers concerned under their official seal :

(a) Brief note on Cost/Management Accounting system in vogue.

(b) Whether the post is highest in Costing and if not, the relative position to the highest post.

(c) An Organisation Chart, showing the relative position of the applicant in the management hierarchy (both administratively and functionally), with special reference to the Cost and Management Accounts Department, in respect of each position held during the last five years.

25. Whether the applicant intends to practice as a Cost Accountant under the Cost and Works Accountants Act, 1959 ?

26. Whether the applicant intends to continue the engagement at 18 or 19 above in addition to practice ?

27. Whether the applicant is engaged in any other business or occupation not covered by 18 or 19 above ? If so, full particulars thereof.

(Applicants not in practice within the meaning of Section 2(2) of the Cost and Works Accountants Act, 1959, need not give these particulars).

28. Whether the applicant was at any time debarred from practising as an accountant ? If so, the reason and period of suspension.

2. I give below the names and address of three persons to whom reference may be made. (Two of the referees should be persons having personal knowledge of the applicant's training and experience and one should preferably be a member of the Institute)

Name Address Grade in Institute or Business Designation

1.

2.

3.

3. I hereby undertake that if admitted as an Associate/fellow of the Institute I will be bound by the provisions of the Cost and Works Accountants Act, 1959, and the Regulations framed thereunder or that may hereafter from time to time be made pursuant to the said act.

4. (i) I also send herewith a sum of Rs. _____ being my entrance fee of Rs. _____ and annual membership fee of Rs. _____ for the year.

4. †(ii) A sum of Rs. 25 is also forwarded for the annual Certificate of Practice for the period ending 30th June _____.

Yours faithfully,

Place :

Date :

Signature.

* Applicants are requested to produce evidence of their age.

(a) Original diplomas, certificates and/or other documents, or attested copies thereof, in support of the qualifications claimed must be sent with the application.

‡ Associates applying for Fellowship need not give these Particulars.

† Delete if the payments are not due.

No. 11-CWR(20)/72.—In pursuance of sub-regulation (3) of Regulation 11 of the Cost and Works Accountants Regulations 1959, it is hereby notified that the Certificates of Practice granted to the following members shall stand cancelled with effect from the dates shown against each upto 30th June 1972 :

| Name & Address | Date of cancellation |
|---|----------------------|
| Shri Malchand Somani, BOOM, LLB, AICWA Sector 7/E/1528 Faridabad, Haryana (Membership No. 1749) | 11th April 1972 |
| Shri A. K. Subramanian, MA, AICWA 3-E Nandy Street Calcutta-29 (Membership No. 332) | 28th April 1972 |
| Shri K. N. M. Rao, MOOM, LLB, AICWA Plot No. 3, Sindhi Colony Jogeshwari East Bombay-60 (NB) (Membership No. 2441) | 30th April 1972 |

S. N. GHOSE,
Secretary

PANJAB UNIVERSITY (CHANDIGARH)

The Central Government (Ministry of Education & Social Welfare) have accorded approval, *vide* their letter No. F. 3-8/72-U.I. dated 12-5-1972, to the revision of Regulations contained in the following Chapters of the Panjab University Calendar, Volume I, which will now read as given below :—

- Chapter II(A)(vii) University Sports Committee (Men & Women).*
- Chapter III Appointment and Duties of Registrar and other Administrative Officers.*
- Chapter VI Conditions of Service of University Employees.*

THE PANJAB UNIVERSITY SPORTS COMMITTEE

CHAPTER II(A)(vii)

1. There shall be two Sports Committees—one for Men and the other for Women. These shall be called—

- (i) *The Panjab University Sports Committee for Men; and*
- (ii) *The Panjab University Women's Sports Committee for Women.*

2. The constitution, objectives and functions of these Committees shall be prescribed by the Syndicate from time to time and included in the Rules.

CHAPTER III

Regulations for appointment and Duties of Registrar and other Administrative Officers.

1.1. The conditions of service of the Registrar and other administrative officers shall be the same as laid down in the Regulations for Officers of class A in Chapter VI.

1.2. The Registrar of the University shall be appointed by the Senate either substantively or as a temporary arrangement on the recommendations of a Selection Committee constituted for the purpose. In the case of a substantive appointment the term of office shall, in the first instance, be for a period of four years unless the Senate directs otherwise.

1.3. A person appointed substantively may, after the expiry of the original term of four years, be re-appointed by the Senate as Registrar and his service shall be deemed continuous from the date of his first appointment.

1.4. The pay scale and salary of the Registrar shall be determined by the Senate on the recommendation of the Syndicate.

2. The Senate may, at any time, terminate the appointment of Registrar by giving six months' notice in writing. The person appointed as Registrar may also terminate his engagement by giving six months' notice to the University.

3. Notwithstanding anything laid down in the regulations contained in this Volume and also Rules contained in Volume III of the Calendar, the Vice-Chancellor may, at his discretion, delegate any of his powers to the Registrar for a specified period.

4.1. Subject to provisions of Section 21 of the Panjab University Act, the powers and duties of the Registrar shall be fixed by the Senate on the recommendations of the Syndicate and included in the Rules

4.2. The Registrar shall exercise his powers and discharge his duties under immediate direction of the Vice-Chancellor and the Syndicate and the general control of the Senate.

4.3. The Registrar shall be Secretary of the Senate and the Syndicate.

5. The Syndicate may in the absence of the Registrar or the Controller of Examinations, on leave or otherwise, assign their duties to such officer or officers of the University as it may think proper, as a temporary arrangement.

6. In addition to the Registrar, the Senate may appoint—

- (a) A Controller of Examinations, either substantively or as a temporary arrangement, to perform such duties in regard to the conduct of examinations and such other duties as the Syndicate may assign to him. He shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor and the Syndicate and the general control of the Senate.
- (b) A Finance & Development Officer whose duties shall be as defined by the Syndicate.
- (c) Deputy Registrars, Deputy Controllers of Examinations, Assistant Registrars and Assistant Controllers of Examinations whose duties shall be as defined by the Syndicate.

CHAPTER VI

CONDITIONS OF SERVICE OF UNIVERSITY EMPLOYEES

1. The staff of the University shall be classified into the following categories :—

University employees drawing pay in a scale minimum of which is—

- | | | |
|---------------------------------------|-------|---------|
| (a) Rs. 350 or more | | A Class |
| (b) Rs. 110 or more but below Rs. 350 | | B Class |
| (c) Below Rs. 110 | | C Class |

2. Definitions and Interpretations :

- (i) "Active service" means the time spent—
 - (a) on duty;
 - (b) on subsidiary leave;
 - (c) on recognised vacation or privilege leave or medical leave.
- (ii) "Appointing Authority" means the authority empowered to make appointments to a post which an employee for the time being holds.
- (iii) "Average monthly salary" means the salary which an employee has earned during so much of his active service as is within *one year* preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made.
- (iv) "Competent Authority": Competent Authority shall be the appointing authority or such authority to whom the specific powers are delegated.
- (v) "Duty" includes :—

Service as a probationer or apprentice, provided that service as a probationer is followed by confirmation without a break; provided further that in the case of an apprentice, on

confirmation either in the post for which he was undergoing apprenticeship or in any other post, the period of apprenticeship cannot be counted for purposes of leave as service rendered substantively in a permanent post.

(vi) "Employee" means—

- (a) any person in the service of the University and includes any such person whose services are temporarily placed by the University at the disposal of another University, College or any other authority, and
- (b) also any person in the service of a State Govt. or Central Govt. or a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.

(vii) "Furlough" means leave earned by an employee of Class A or B in respect of periods spent on duty according to furlough regulations contained in this Chapter.

(viii) "Leave Salary" means the monthly amount paid by the University to an employee who is on leave.

(ix) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay if any, but no other allowance.

(x) "Permanent employee" means a person confirmed in permanent post.

(xi) "Probation": A person on probation on a post is one appointed (by selection) to a post for determining his fitness for eventual substantive appointment to the post.

(xii) "Salary" means the amount of the monthly pay allowances granted by the University to an employee.

(xiii) "Service" means the whole period of continuous service including periods spent on leave.

(xiv) "University" means the Panjab University.

3.1. Save as otherwise provided in the Regulations, the *Appointing Authority* for the various categories of the University employees shall be—

(a) Senate—for employees of class A;

(b) (i) Syndicate—for employees of class B in a scale of pay with a maximum of more than Rs. 300 per mensem; and

(ii) Vice-Chancellor—for employees of class B in a scale of pay with a maximum of Rs. 300 per mensem;

Registrar—for Class C employees of the administrative offices;

Head of the Department—for Class C of teaching and non-teaching Departments.

3.2. The authority competent to *suspend, charge-sheet and order an enquiry against a University employee* shall be—

Vice-Chancellor—in the case of employees of Class A;

Vice-Chancellor—in the case of employees of Class B in a scale of pay with a maximum of more than Rs. 300 per mensem; and

(a) Registrar—in the case of employees of Class B in a scale of pay with a maximum of Rs. 300 per mensem or below; working in the *non-teaching departments*.

(b) D.U.I.—in the case of employees of Class B in a scale of pay with a maximum of Rs. 300 per mensem or below, working in the *teaching departments*.

Registrar—in the case of Class C employees of the *administrative office*, and

Heads of Departments—in the case of Class C employees of the *teaching and non-teaching Departments*.

3.3. *The appointing authority shall be the punishing authority unless otherwise provided for in these Regulations.*

3.4. Subject to the Regulations contained in this chapter, employees shall be under the administrative control of the Head of the institution or the office to which they are attached, and the Head of the institution or office shall be under the administrative control of the *Vice-Chancellor*.

3.5. The Senate or the Syndicate, as the case may be shall have the power to terminate the appointment of a person holding an administrative or ministerial post on the ground of inefficiency, dishonesty or serious misconduct.

4. Save as otherwise provided in the Regulations, the fixation of salary, accelerated increments, grant of allowance, etc., shall in the case of employees holding permanent posts rest with—

(a) Senate—in the case of employees of class A;

(b) Syndicate—in the case of employees of class B;

(c) Vice-Chancellor—in the case of employees of class C.

5. Every appointment to a substantive post shall be made on probation for a period of one year, which may be extended by the appointing authority for a period not exceeding one year. The appointing authority may, however, grant exemption in exceptional cases.

6. A permanent employee, recruited on or after January 1, 1968, shall give, at least, three months' notice before resigning his post, failing which he shall forfeit salary for the same period.

Provided that Syndicate may waive this requirement in part or whole, for valid reasons.

7. An increment in time scale of pay shall ordinarily be drawn as a matter of course but the competent authority may withhold increment if the conduct of the employee has not been good or his work has not been satisfactory.

8. Where an efficiency bar has been prescribed in a time scale of pay, the increment next above the bar shall not be given without the specific sanction of the competent authority.

9. A University teacher whose services are terminated before the summer vacation shall be entitled to summer vacation salary as under :—

(i) those who complete nine month service — Full salary.

(ii) those who complete service for three months or more, but less than nine months — Proportionate salary on the basis of full salary for nine months' service.

Provided that—

- (1) no one who has served for less than three months will be entitled to any salary for the summer vacation;
- (2) *No one shall draw salary for the period of summer vacation from two sources;*
- (3) if a teacher leaves service before or during the summer vacation of his own accord, he shall not be entitled to any salary for the period of summer vacation.

10.1. The procedure for suspension of an employee and other matters connected therewith shall be the same as laid down in the rules approved by the Syndicate for non-teaching employees.

10.2. An employee who is placed under suspension may be paid such subsistence allowance as the suspending authority may determine, but it shall not exceed one-half of the pay plus allowances of the employee who has been suspended.

10.3. An employee who has been suspended shall not be entitled to any kind of leave during suspension.

10.4. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as a punishment.

REGULATIONS FOR GRANT OF LEAVE

General

11.1. *Unless otherwise laid down in these regulations, the authorities competent to grant leave (other than casual) shall be—*

- (i) *Senate—for employees of class A in the pay-scale not lower than Rs. 700–1250;*
- (ii) *Syndicate—for employees of class A other than those in (i);*
- (iii) *Vice-Chancellor—for employees of class B in a scale of pay with a maximum of more than Rs. 300 per mensem;*
- (iv) (a) *Registrar—for employees of class B in a scale of pay with a maximum of Rs. 300 per mensem or below working in the non-teaching departments;*
(b) *D.U.I.—for employees of class B in a scale of pay with a maximum of Rs. 300 per mensem or below, working in teaching departments;*
- (v) (a) *Registrar—for Class C employees of the administrative offices;*
(b) *Heads of Departments—for class C employees of the teaching and non-teaching departments.*

11.2. When leave is to be granted by Syndicate/Senate, it will be on the recommendations of the Vice-Chancellor.

11.3. A leave account shall be maintained by the Head of the Institution or the office concerned in the case of every employee of the University.

11.4. Leave cannot be claimed as of right. When the exigencies of service so required, a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

11.5. Leave allowance wherever payable shall be paid monthly in the first week of the succeeding month.

11.6. Privilege leave may be combined with furlough or leave on medical grounds.

11.7. Casual leave cannot be combined with any other leave. It can be combined with holidays provided the total period including holidays, does not exceed sixteen days.

11.8. Leave granted without pay shall not count towards *gratuity*.

11.9. If the employee overstays his leave he shall forfeit all his salary during the time of his remaining so absent; and if he overstays his leave for more than one week, his office shall be liable to be declared vacant.

12.1. *MEMBERS (TEACHING AND NON-TEACHING) OF TEACHING DEPARTMENTS, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY (CLASS "A"), shall be entitled to—*

(A) (a) (for Teaching Members)

- | | | | |
|-------------------------------|----|----|------|
| (i) Summer vacation | .. | .. | Full |
| (ii) September/October recess | .. | .. | -do- |
| (iii) Winter recess | .. | .. | -do- |

If, owing to the requirements of the University, an employee is, in any year prevented, with the prior sanction of the Vice-Chancellor, from enjoying the whole or any part of the summer vacation, he may in lieu thereof be given credit of leave on full average pay for such period not exceeding one month per year as may be determined by the competent authority.

(b) (For non-teaching members)

(A) PRIVILEGE LEAVE

For every 11 months service an employee may be given credit of one month's privilege leave on full pay which shall be allowed to accumulate in accordance with the rules approved by the Syndicate for non-teaching staff. No one shall be granted more than four months' leave at a time.

The competent authority may allow this leave to be availed of, subject to a maximum of four months, on attaining the age of retirement if it was applied for in good time and was refused in the interest of the University.

- (c) Teaching members who are declared as non-vacation officers by the competent authority shall be governed by the provision in (b).
- (d) Non-teaching members who are entitled to Summer Vacation shall be governed by the provisions in (a).

(B) FURLOUGH

- (i) A teacher who is entitled to Sabbatical leave may be granted furlough equivalent to 15 days for each year of active service but it shall not exceed six months and shall be granted only at the time of retirement;
- (ii) A teacher who has completed 4½ years active service and is not entitled to Sabbatical leave may be granted furlough equivalent to one-ninth of his active service, subject to a maximum of two years at a time, on the condition that he returns to the University service on the expiry of furlough or has attained the age of retirement;
- (iii) Furlough shall not be granted until the expiry of three years from his last return from such leave;

- (iv) No one may be granted more than six months furlough after he has attained the age of retirement;
- (v) Furlough may be combined with summer vacation or privilege leave;
- (vi) The monthly allowance to be granted for the period of furlough and subsidiary leave shall be a sum equivalent to half the monthly salary;
- (vii) Furlough and other leave taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of debarkation at the port of arrival in India, in case the journey is performed by sea, and from the date of departure from an Indian airport to the date of arrival on return to an airport in India, in case the journey is performed by air;
- (viii) In the case of furlough taken out of India subsidiary leave not exceeding ten days may be granted for the interval between the date of his quitting the office and the date on which he embarks at the port of departure from India and the interval between his landing in India and rejoining his appointment.

(C) SABBATICAL LEAVE

- (a) Grant of Sabbatical leave under this Regulation shall apply to those appointed on or after 1-4-1963. The teachers who joined University service before 1-4-1963, shall have the option to be governed either by the furlough regulations in force before 1-4-1963, or by these regulations.
- (b) A University Professor, Reader or Lecturer desiring to undertake research or advanced work in his own field who has served the University for not less than six years may be granted Sabbatical leave for six months on full pay and for another six months on half pay, if
 - (i) the programme to be followed during the leave is submitted alongwith the application for grant of leave and is approved by the Vice-Chancellor;
 - (ii) he is in a position to serve the University for at least three years after return from leave and executes a bond that after the expiry of such leave he shall so serve, failing which he shall refund to the University the leave salary received by him and the interest thereon at bank rate;
 - (iii) the leave is to be utilised for advanced work in his own field, research or in pursuit of knowledge, solely with the object of increasing the teacher's professional efficiency and usefulness to the University.

He shall, on return from leave, report to the University the nature of advanced work in his own field, research or other work undertaken during the leave.

- (c) (i) Sabbatical leave shall not be granted to a teacher until the expiry of six years from the date of his last return from sabbatical leave, study leave or any other kind of training programme;
- (ii) Only one teacher from a Department with a total strength up to seven shall be granted Sabbatical leave at a time, and the normal budget provision of that Department shall not be exceeded on account of grant of the leave.

- (d) A teacher on Sabbatical leave may be allowed to accept a Fellowship or a Research Scholarship or any other remunerative appointment in an institution of advanced studies and the amount so received will not affect the amount of leave salary drawn by him from the University.

(D) STUDY LEAVE

- (a) (1) A member of the staff who has completed three years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a scholarship or financial aid, for higher studies. If the same is granted, he may be allowed leave without pay up to two years, extendable by another year as a special case. The total leave shall not exceed three years.
- (2) A member of the staff who has completed five years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a Scholarship or financial aid, for higher studies, if the same is granted, he may be allowed leave on full salary up to one year and on half salary for the second year. The leave may be extended for the third year without pay. This leave cannot be combined with any other leave. The leave salary together with the scholarship/financial aid shall not exceed one and a half times the employee's salary but if the scholarship/financial aid exceeds that amount, no leave salary shall be paid.
- (3) The employee granted leave under (1) or (2) shall execute a bond to serve the University for at least five years on his return.
- (b) (1) A number of the teaching staff below the rank of a Reader who has completed at least five years' service in the University may be granted study leave, for research work leading to a doctorate degree. The condition of five years' service may be waived by Senate in special cases.
- (2) Applications for grant of leave must be made through the Head of the Department so as to reach the University not later than March 31.
- (3) Not more than two University teachers shall be selected every year for grant of study leave—one for Science and one for Arts or Languages (alternately).
- (4) An employee granted leave under this Regulation shall execute a bond to serve the University for five years on return from study leave.
- (5) Study leave shall be granted for a period not exceeding two years. If through no fault of the teacher, the course of study is not completed within two years, the period of this leave may be extended by another year on the recommendation of the Professor with whom he is working.
- (6) Study leave may be combined with vacation or furlough, or both, but shall not count, as service, for purposes of leave including furlough.

(7) *The amount of Study Leave allowance to be paid to a University teacher proceeding to a foreign country shall be such as may be determined by the Syndicate after making a reference to the Ministry of Education, Government of India, from time to time.*

(c) (1) Payment of leave salary shall be made only if the Supervisor or the teacher under whom he is working as also the Head of the Department gives satisfactory report every six months, failing which leave for the rest of the period shall be liable to be cancelled.

(2) If a teacher leaves the University service within three years of his return from leave, he shall forfeit to the University the study leave allowance drawn by him. The amount shall be realised from the teacher after necessary deductions from his Provident Fund.

The study leave may be converted into furlough to the extent of the period for which furlough is due to him and the difference of amount between the study leave allowance and furlough allowance shall be payable to the employee.

(3) An employee who is granted study leave out of India may be allowed seven days to make preparations for the outward journey and the period so spent shall be considered as duty.

(E) EXTRAORDINARY LEAVE

(i) A member of the staff who has completed at least five years' service in this University may be granted extraordinary leave without pay up to six months. He may be granted such leave up to sixteen months with permission to take up employment elsewhere. For higher studies this leave may be extended up to two years and up to three years in exceptional cases.

The condition of five years' service may be waived by Senate under special circumstances.

(ii) In the case of a distinguished teacher who, in recognition of his teaching and research, is invited by a foreign University as a Visiting Teacher or on a research assignment, the Senate may grant extraordinary leave without pay, not exceeding a total period of five years, during his entire service.

(iii) For participation in an exchange programme between this University and another leading University, a teacher may be granted extraordinary leave by the Senate if—

(a) the University Grants Commission or the Government of India or this University has approved the exchange programme; and

(b) the exchange programme for which leave has been applied is considered by the Syndicate as being in the best interest of the students or Research activities of the University.

(iv) *The Syndicate shall decide if a person granted this leave has to be paid any subsidy or leave allowance.*

(F) SPECIAL LEAVE

A Professor or a Reader may be granted duty leave up to three months, once in three years, for attending Seminars and Conferences in India or in foreign coun-

tries, provided he can be spared without detriment to the work of the University.

(G) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate, for non-teaching employees.

12.2. CLASS "A" EMPLOYEES WORKING IN ADMINISTRATIVE OFFICES AND NON-TEACHING DEPARTMENTS shall be entitled to—

(A) PRIVILEGE LEAVE

For every 11 months' service an employee may be given credit of one month's privilege leave on full pay, which shall be allowed to accumulate in accordance with the rules approved by the Syndicate for Non-teaching staff. No one shall be granted more than four months' leave at a time.

The competent authority may allow this leave to be availed of, subject to a maximum of four months, on attaining the age of retirement if it was applied for in good time and was refused in the interest of the University.

(B) FURLOUGH

(i) Furlough equivalent to 1/9th of an employee's active service may be granted, subject to a maximum of two years at a time, on the condition that he has completed 4½ years' active service and returns to University service on the expiry of furlough or he has attained the age of retirement;

(ii) Furlough shall not be granted until the expiry of three years from his last return from such leave;

(iii) No one may be granted more than six months furlough after he has attained the age of retirement;

(iv) Furlough may be combined with summer vacation or privilege leave;

(v) The monthly allowance to be granted for the period of furlough and subsidiary leave shall be a sum equivalent to half the monthly salary;

(vi) Furlough and other leave taken out of India shall be reckoned from the date of embarkation at the port of departure from India to the date of embarkation at the port of arrival in India, in case the journey is performed by sea, and from the date of departure from an Indian airport to the date of arrival on return to an airport in India, in case the journey is performed by air;

(vii) In the case of furlough taken out of India subsidiary leave not exceeding ten days on any one occasion of taking such subsidiary leave, may be granted for the interval between the date of his quitting the office and the date on which he embarks at the port of departure from India and the interval between his landing in India and rejoining his appointment.

(C) EXTRAORDINARY LEAVE

The competent authority may, in its discretion, for any special reason, grant an employee who has completed at least five years' service in this University, extraordinary leave of absence, but such leave—

(a) shall be without pay;

(b) shall not ordinarily exceed six months; and

(c) shall not be granted more than once in the whole course of the employee's service except under exceptional circumstances;

Provided that the maximum total period for which such leave may be granted shall not exceed two years.

(D) STUDY LEAVE

(1) A member of the staff who has completed three years' service in this University may be allowed to apply

to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a scholarship or a financial aid, for higher studies. If the same is granted, he may be allowed leave without pay up to two years, extendable by another year as a special case. The total leave shall not exceed three years.

(2) A member of the staff who has completed five years' service in this University may be allowed to apply to another University or Government of India or other similar body, through the Head of the Department and the Vice-Chancellor, for a Scholarship or a financial aid, for higher studies. If the same is granted, he may be allowed leave on full salary up to one year and on half salary for the second year. It may be extended for the third year without pay. This leave cannot be combined with any other leave. The leave salary together with the scholarship/financial aid shall not exceed one and a half times the employee's salary but if the scholarship/financial aid exceeds that amount, no leave salary shall be paid.

(E) LEAVE ON MEDICAL GROUNDS QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE.

In accordance with the rules laid down by the Syndicate, for non-teaching employees.

12.3. CLASS "B" EMPLOYEES WORKING IN THE TEACHING DEPARTMENTS, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY, shall be entitled to—

(A)(i) Summer vacation—half of the entire period of summer vacation : dates to be fixed by the Head of the Department.

If an employee is not permitted under orders of the Vice-Chancellor, to be absent during the above period of summer vacation, he may, in lieu thereof, be given credit of privilege leave on full average pay for such period, not exceeding one month per year, as may be determined by the competent authority.

(ii) In addition to (i) privilege leave on full pay equivalent to 10 days in a year. Such leave is allowed to accumulate up to the extent to which it is allowed in the case of staff working in the non-vacation departments, but shall be granted only subject to a maximum of four months, at a time.

(B) Furlough as laid down in Regulation 12.4.

(C) Extraordinary leave, as laid down in Regulation 12.4.

(D) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE

As in Regulation 12.4 for Class B employees.

12.4. CLASS "B" EMPLOYEES WORKING IN THE ADMINISTRATIVE OFFICES AND NON-TEACHING DEPARTMENTS, shall be entitled to—

(A) Privilege leave as laid down in Regulation 12.2 for Class A Officers.

(B) FURLOUGH

(i) Furlough equivalent to 1/12th of an employee's active service may be granted, subject to the condition

that he has completed six years' active service and returns to University service on the expiry of furlough unless he has attained the age of retirement;

(ii) Furlough shall not be granted until the expiry of six years from his last return from such leave;

(iii) No one shall be granted more than six months' furlough after he has attained the age of retirement;

(iv) The monthly allowance to be granted for the period of furlough shall be a sum equivalent to half the monthly salary;

(v) Not more than two years furlough shall be granted at a time during an employee's service in the University.

(C) EXTRAORDINARY LEAVE

The competent authority may, in its discretion, for any special reasons, grant an employee extraordinary leave of absence, but such leave—

(a) shall be without pay;

(b) shall not ordinarily exceed six months; and

(c) shall not be granted more than once in the whole course of the employee's service except under exceptional circumstances ;

Provided that the maximum total period for which such leave may be granted shall not exceed two years.

(D) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE

In accordance with the rules laid down by the Syndicate for non-teaching employees.

12.5. CLASS "C" EMPLOYEES WORKING IN TEACHING DEPARTMENTS, COLLEGES AND OTHER ACADEMIC INSTITUTIONS MAINTAINED BY THE UNIVERSITY, shall be entitled to—

(A) (i) Summer vacation—Half of the entire period of summer vacation : dates to be fixed by the Head of the Department.

If an employee is not permitted under orders of the Vice-Chancellor, to be absent during the above period, of summer vacation, he may, in lieu thereof, be given credit of privilege leave on full average pay for such period, not exceeding one month per year, as may be determined by the competent authority.

(ii) In addition to (i), privilege leave on full pay equivalent to 10 days in a year. Such leave is allowed to accumulate up to the extent to which it is allowed in the case of staff working in the non-vacation department, but shall be granted only subject to a maximum of four months, at a time.

(B) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE

In accordance with the rules laid down by the Syndicate for the members of the non-teaching staff.

12.6 CLASS "C" EMPLOYEES WORKING IN THE ADMINISTRATIVE OFFICES AND NON-TEACHING DEPARTMENTS, shall be entitled to—

(A) Privilege leave on full pay may be allowed, as follows, subject to a maximum of four months, at a time ;

- (a) 1/24th of the period spent on duty during the first 10 years of his service;
- (b) 1/18th of the period spent on duty during the next 10 years of his service; and
- (c) 1/12th of the period spent on duty thereafter.

(B) LEAVE ON MEDICAL GROUNDS, QUARANTINE LEAVE, MATERNITY LEAVE AND CASUAL LEAVE

In accordance with the rules laid down by the Syndicate for the members of the non-teaching staff.

13. Any case not coming within the purview of the Regulations and/or Rules approved by the Syndicate for non-teaching employees, may be decided in such manner as the Senate in the case of employees of Class A and the Syndicate in the case of employees of Class B and C may deem fit.

PROVIDENT FUND

14.1. A Provident Fund called the **Panjab University Provident Fund shall be established for the benefit of the employees of the University.

14.2. Every whole-time employee of the University appointed against a substantive post, shall, as a condition of his service, be required to become a depositor in the Panjab University Provident Fund.

**Provisions of the Provident Funds Act apply to the Provident Fund established for the benefit of the Employees of the Panjab University (*vide* Government of India notifications No. F-29-I-R-II/34 and No. F-29-I(a)-R-II/34, dated 3rd May, 1934, and *vide* Panjab Government Education Department notification No. 482-C-24/253-9925, dated, Simla, the 19th March, 1953 and *vide* Panjab Government Finance Department notification No. 5523(4)FRI-66/15201, dated 18-8-1966).

14.3. Any whole-time employee temporarily appointed in the first instance and subsequently confirmed in the same appointment, may, by a resolution of the Syndicate be admitted to the benefits of the University Provident Fund from the date of his temporary appointment, provided that there has been no break or interval between the termination of the temporary appointment and the commencement of the permanent appointment.

14.4. The Syndicate shall also have power to permit any whole-time employee of the following categories to become a depositor in the Provident Fund :

- (i) Appointed against temporary *post not likely to be made permanent.
- (ii) holding appointment of a fixed term.

14.5. The Syndicate may, at their discretion, allow a permanent employee to continue to be a depositor in

the Fund even during the period of his absence on leave without pay, or any other programme approved by the Vice-Chancellor for this purpose but he shall not be entitled to University contribution during this period.

*To apply to those who were appointed in 1955 or thereafter.

14.6. The rate of subscription of the employee to the fund shall be ten per cent of the pay of the depositor.

The subscription of the University to the fund shall also be 10% of the pay of the depositor.

Provided that—

- (i) when the calculation involves Paise amounting to less than 50 it shall be ignored and when it amounts to 50 Paise or more, full rupee shall be deducted. Such subscriptions shall be deducted month by month from pay of each depositor by the Registrar or other officers of the University whose duty it is to pay it and the amount deducted shall be paid into the University funds to the credit of the depositor;
- (ii) an employee may be permitted to subscribe up to 16 ²/₃% of his pay. The University contribution shall not exceed ten per cent of the pay;
- (iii) a University employee shall not be entitled to university contribution towards his provident fund during the period of leave/furlough after retirement;
- (iv) Provident Fund contribution shall be made on the full pay and not on leave allowances for the period that the depositor is on leave or furlough while in service.

14.7. At the end of each half year a sum equal to the aggregate amount subscribed by the employees on the basis of 10% of their pay during such half year shall be contributed to the fund by the University and such portion of the amount so contributed as shall be equal to 10% of the pay drawn during the half year for which such contribution was made, shall be credited to the account of the depositor.

Provided that in the case of a person appointed on probation the University contribution shall be credited to his Account, on confirmation, from the date of his appointment.

Provided further that—

- (i) the benefit of University contribution to the fund of an employee shall be as under :—
 - (a) Nil, if the period of service put in by an employee is one year or less;
 - (b) Half the amount of the University contribution will be paid if the period of service put in is more than one year but less than five years; and
 - (c) Full amount of the University contribution will be paid if the period of service put in is more than five years or at the time of superannuation irrespective of the period of service.

Provisions of clause (i) shall not apply to persons who joined the University service before 17-3-1962.

- (ii) No employee of the University, who has, in the opinion of the Syndicate, been guilty of dishonesty or other gross misconduct and has been consequently dismissed from his employment, shall be entitled to the benefit of, or to receive any part or share in, any sums at any time contributed by the University to the fund on his account or the accumulated interest or profits thereof and the University shall be entitled to recover, as the first charge, from the amount for the time being at the credit of an employee a sum equivalent to the amount of any loss or damage at any time sustained by the University by reason of his dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his account by the University and of any interests or increment which has accrued on such contributions. This shall also apply to a member of the University teaching staff who fails to comply with the requirements of the Bond which he may have executed for grant of leave, etc.

14.8. The following members of the University Press staff shall be entitled to subscribe to the Provident Fund in accordance with the provisions of the Provident Fund Act of 1952 :—

- (i) those working on daily wages;
- (ii) those who are still temporary; and
- (iii) those recruited on or after 25-11-1961.

14.9. The University shall pay interest on all sums deposited in the Provident Fund at a rate to be decided by the Syndicate from time to time and the amount of such interest shall be placed half-yearly to the credit of each depositor.

14.10. Pies shall be eliminated altogether each time from the rate of interest at the time of calculation of half-yearly interest payable to the depositors. The balance thus remaining unpaid shall be added to the interest earned in the next half year. The next rate of interest shall be calculated on the sum total of the previous balance and the present earned interest.

14.11. The Registrar shall cause to be maintained proper accounts relating to the Fund, showing the account for the time being at the credit of each depositor, and the general state of the Fund, in such form as the Syndicate may, from time to time, prescribe. Each depositor shall be supplied with a Pass Book which shall show the amounts for the time being at the credit of the depositor and which shall be in such form as the Syndicate may, from time to time, prescribe.

14.12. Subject to the provisions of Regulation 44, the amount standing in the Fund to the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of University. Provided that an employee who, on reaching the age of retirement, is granted extension in service, may be permitted to with-

draw fifty per cent of the Provident Fund standing at his credit.

14.13. In case of leave granted preparatory to retirement, a subscriber may, at the discretion of the Vice-Chancellor, be permitted to withdraw up to ninety per cent of his assets in the Provident Fund. If, under any exceptional circumstances, the subscriber does not retire at the end of the leave, the full amount withdrawn shall be refunded as a condition of continued employment. This payment shall not effect the rules in regard to subscriptions during such leave or the claim to bonus or on the interest on the balance.

14.4. A depositor may make a declaration signed by him and attested by two witnesses, in his Provident Fund Pass Book stating the name or names of the persons to whom he desires that in the event of his death the whole or any part of the amount of his deposit shall be paid. Such nomination may, at any time, be revoked by the subscriber or replaced by a fresh nomination. If the employee has made such a declaration then the payment shall be made in accordance therewith and no succession certificate shall be required. On such payment being made, the University shall be absolved of all liability in connection therewith.

14.15. Every employee, on leaving University service, or on retirement, shall claim payment of provident fund standing at his credit within one year of its becoming due. Interest on the Provident Fund shall not be paid to any employee from the date of expiry of one year of his leaving University service or his retirement.

14.16. The Syndicate may, from time to time, make rules consistent with these regulations and with the provisions of the Provident Funds Act, 1925, for—

- (a) the conduct of the business of the Fund;
- (b) payment of interest on the Provident Fund maintenance of proper accounts of this fund declaration to be signed by the employee for payment of his provident fund to his nominee in the event of his death, and other procedural matters;
- (c) any matter relating to the Fund, or its management, or the investment of sums at credit of the Fund, or the privileges of the depositor not herein expressly provided for, and may add to, vary or cancel any rule so made.

15. For efficient and faithful service rendered, the Senate in the case of Class A employee and the Syndicate in the case of Class B or C employee, may, at its discretion, grant, at the time of his retirement, a gratuity of a sum equivalent to half month's actual pay drawn at the time of retirement or death if it occurs before retirement for each year's service, provided that—

- (i) no one shall be allowed gratuity unless he has completed at least 15 years' continuous service;
- (ii) no gratuity shall accrue for any service exceeding 30 years;
- (iii) the amount of gratuity shall be calculated on the basis of every completed year of service; and

- (iv) in the case of an employee who dies before completing 15 years of service or an employee who joins the University service at an age when he cannot, up to the date of retirement, complete 15 years' service, the Senate or the Syndicate, as the case may be, may at its discretion grant such gratuity as it deems fit under the circumstances; such gratuity may be granted after the death of an employee to the person whose name has been registered under regulation 14.14.

16. If an employee of the University who has served efficiently and faithfully dies before the age of retirement, the Syndicate may, in cases of real hardship grant stipends or annuities, or both, as the circumstances may require, to the children, widow and other dependents of the deceased for such period as it may consider necessary.

AGE OF RETIREMENT

17.1. All whole-time paid members of the administrative staff except Class C employees shall retire on reaching the age of 58 years; provided that, *on the recommendation of the Vice-Chancellor*, extension may be allowed up to the age of sixty years if the incumbent continues to be efficient and fit both physically and mentally.

Provided further that in exceptional cases, where the services of an individual are required on technical grounds, or on account of non-availability of suitable substitutes, for a particular post, the Senate may grant further extension, not exceeding two years, *on the recommendation of the Vice-Chancellor and the Syndicate*, if the incumbent continues to be efficient and fit both physically and mentally.

17.2. All whole-time Class C employees shall retire on reaching the age of 60 years; provided that extension may be allowed up to the age of 65 years on the recommendation of the officer concerned and on production of a certificate of physical fitness from the University Chief Medical Officer, every two years.

17.3. All whole-time members of the teaching staff shall retire on reaching the age of 60 years;

Provided that—

- (1) extension for a period up to three years may be allowed by Senate on the recommendation of Vice-Chancellor and Syndicate to a teacher who continues to be efficient and fit both phy-

sically and mentally. Such extension, however, shall not be beyond July 31 of the year in which the incumbent attains the age of 63 years;

- (2) if in the opinion of the Vice-Chancellor, further retention (beyond the age of 63 years) of a teacher is in the interests of the University owing to his exceptional eminence in the field and outstanding contribution of national or international significance, and if he continues to be efficient and fit both physically and mentally, Syndicate may decide that the post held by such a teacher need not be advertised and recommend to Senate for grant of further extension for a period extending up to two years. Such extension, however, shall not be beyond July 31 of the year in which the incumbent attains the age of 65 years.

17.4. A whole-time Medical Officer of the University shall retire on reaching the age of sixty years; provided that extension may be granted for a period up to two years in special cases, on the recommendation of the Vice-Chancellor.

17.5. A University employee is eligible for retirement after 15 years' service but the retirement will take effect only with the approval of the Vice-Chancellor, Syndicate or Senate, as the case may be.

18. Except where otherwise expressly provided, nothing contained in the foregoing Regulations shall apply to—

- (a) part-time employees of the University including part-time teachers in the Law College;
- (b) persons re-employed after superannuation or those holding temporary or contract appointments;
- (c) research scholars.

The appointment and conditions of service including leave rules in the case of such persons shall be determined by the Syndicate.

K. C. WALIA
Officer on Special Duty (R)

CHANDIGARH :

Dated : May 27, 1972.

Sealed in my presence with the common seal of the Punjab University, this day the 27th of May, 1972.

JAGJIT SINGH
Registrar

PANJAB UNIVERSITY (CHANDIGARH)

The Central Government (Ministry of Education and Social Welfare) have accorded approval *vide* their letter No. F.3-7/71-U. 1, dated 10-5-1972, to the following Regulations for the B. Com. Honours Examinations :—

1. With effect from the admissions to be made in July, 1972, the Panjab University Department of Commerce & Business Management shall conduct a 3-year course leading to the degree of Bachelor of Commerce Honours (B. Com. Honours). It shall consist of six semester examinations. The examination in the First Semester of each year shall be held in the month of December or on such other date as may be fixed by the Syndicate and in the Second Semester of each year in the month of April or on such other date as may be fixed by the Syndicate.

A supplementary examination will be held in the month of July for such candidates as are eligible to appear in it under Regulation 6.3.

Explanation : The term of the First Semester will be from July to the end of November, and that of the Second Semester from January to the middle of April of the following year.

2. The minimum qualification for admission to the first year class of the B. Com. (Honours) course shall be a pass with at least 45% marks in (a) the Higher Secondary/Pre-University examination of the Panjab University, or (b) any other qualification recognised by the Syndicate as equivalent thereto.

3.1. The examination for the various courses of each semester shall be held according to the syllabus and courses of reading prescribed from time to time by the Senate.

3.2. (a) 20% marks in each written paper shall be assigned for internal assessment. The Head of the Department shall forward the marks obtained by each student to the Registrar at least two weeks before the commencement of the examination.

(b) The Head of the Department will preserve for inspection, if required by the University, the records on the basis of which the internal assessment awards are prepared up to six months from the date of declaration of the results.

(c) The internal assessment awards of a candidate who fails in the examination but passes in the internal assessment shall be carried forward to the next examination. If he fails in the internal assessment, he will not be admitted to the examination and shall join the course again.

4.1. No candidate shall be allowed to appear in any examination unless he has attended at least 75% of (a) lectures, and (b) tutorials, separately delivered to the class in each subject offered (the attendance to be counted up to the date of dispersal of class).

NOTE : The Head of the Deptt. of Commerce & Business Management is empowered to condone deficiency in attendance of lectures and tutorials up to 10% of the total number of (a) lectures and (b) tutorials held in each subject.

4.2. Every candidate for an examination shall submit his admission application form, accompanied by the prescribed admission fee, alongwith a certificate of good moral character and the certificates signed by the Head of the Department of Commerce & Business Management in the support of requirement of Regulations 2 and 4.1.

5. The minimum number of marks required to pass the examination of each Semester shall be—

- (i) 45% in the internal assessment of each paper;
- (ii) 45% in each written paper; and
- (iii) 45% in the *viva voce*.

6.1. The requirements for promotion from one semester to the next shall be as follows :—

- (a) Promotion from first to second, from third to fourth and from fifth to sixth semesters shall be allowed to a student who has appeared and has failed in not more than two papers of the first or third or fifth semester, respectively. Such a candidate shall have to pass in such paper/or papers in the subsequent examination as provided in Regulation 6.2.
- (b) Promotion from second to third and from fourth to fifth semester shall be allowed only if the candidate has qualified in all the papers prescribed for the second and fourth semesters, respectively either in April or in supplementary (July) examination as provided under Regulation 6.3.

6.2. A candidate who fails in not more than two papers of the first, third or fifth semester as mentioned in Regulation 6.1(a), may be allowed to appear for examination in such paper or papers alongwith the examination in second, fourth or sixth semester, respectively.

6.3. If he passes in the remaining paper or papers of the first, third or fifth semester, as the case may be, and fails in not more than two papers of the second, fourth or sixth semester, respectively, he may be allowed to appear for examination in such paper or papers in the supplementary examination in the month of July of the same year.

6.4. If he fails in the remaining paper or papers of the first, third or fifth semester, he shall repeat the whole course of both the semesters of the year and his result of the second, fourth or sixth semester, as the case may be, shall be cancelled.

6.5. If he fails to qualify in the remaining paper or papers of the second, fourth or sixth semester, as the case may be, and has already qualified in all the papers of the first, third and fifth semesters, as the case may be, may be allowed to appear in all the papers of second or fourth or sixth semester, as the case may be, in the next examination to be held in April as a late college student.

7. The amount of admission fee for each semester examination or a part of it shall be—

| | |
|---------------------------------------|-----------|
| Regular students of the Department of | |
| Commerce & Business Management .. | Rs. 40.00 |
| Private candidates appearing as late | |
| college students .. | Rs. 60.00 |

The date by which the prescribed admission forms and fees must reach the Registrar shall be as follows :—

| | Without late fee | With late fee of Rs. 5/- |
|--------------------------------------|---------------------|-----------------------------|
| For December Examination | 1st November | 15th November |
| For April Examination | 1st March | 15th March |
| For Supplementary Examination (July) | 15th June | 30th June |

Three days of grace may be allowed after the last date without late fee. The Syndicate shall have authority to alter these dates.

8. The medium of examination shall be English or Hindi or Panjabi or Urdu, at the option of the candidate.

9.1. (a) Candidates who pass all the examinations at the first attempt obtaining 75% or more marks in the aggregate of all the six semester exami-

nations taken together, shall be declared to have passed the examination with 'Distinction'.

- (b) Other successful candidates shall be classified as under :—

- (i) Those who obtained at least 60% marks in the aggregate of all the six semester examinations taken together—First Division.
- (ii) Those who obtain at least 50% marks in the aggregate of all the six semester examinations taken together—Second Division.
- (iii) Those who obtain 45% or more marks but less than 50% marks in the aggregate of all the six semester examinations, shall be declared to have passed B. Com. (Hons.) examination.

9.2. The percentage of marks obtained in the aggregate of all the semester examinations by successful candidates shall be entered in their degree certificates.

10.1. Candidates who fail in the first semester examination but obtain at least 35% or more marks in each paper may be allowed either to re-appear in the first semester examination to be held in December next or, if they so desire, join during the same academic year B. Com. Part I class in an affiliated college. In the latter case attendances for B. Com. (Hons.) first semester course shall be counted towards the B. Com. Part I Course.

10.2. (a) Candidates who do not obtain pass marks as laid down for the B. Com. Honours examination but obtain at least 35% marks in each paper on the result of first and second semester examinations held during the first year of the course, may be allowed either to reappear in the second semester examination as laid down in the regulations or if they so desire to shift to the second year class of B. Com. course in an affiliated college.

- (b) Students who do not obtain pass marks as laid down for the B. Com. Honours examination but obtain at least 35% marks in each paper on the result of third and fourth semester examinations held during the second year of the course may be allowed either to re-appear in the fourth semester examination as laid down in these Regulations, or, if they so desire to shift to the third year class of the B. Com. course in an affiliated college;

- (c) Students who do not obtain pass marks as laid down for the B. Com. Honours examination but obtain at least 35% marks in each paper on the result of fifth and sixth semester examinations held during the third year of the course may be awarded B. Com. Pass degree or allowed to re-appear in the sixth semester examination at two subsequent examinations to be held in December and April next.

11. A candidate who has completed the prescribed course of lectures and tutorials as required in Regulation 4.1 during the semester preceding the examination and who is unable to appear in the examination or has appeared in the examination and has failed may be allowed to appear in the next examination, without attending a fresh course of lectures as a late college student.

K. C. WALIA
Officer on Special Duty (R)

CHANDIGARH :

Dated : 23-5-1972.

Sealed in my presence with the Common Seal of the Panjab University, this day the 23rd of May, 1972.

JAGJIT SINGH
Registrar

The Central Government (Ministry of Education & Social Welfare) have accorded approval, *vide* their letter Nos. 3-6/72-U.I. and 3-7/72-U.I. dated 22-4-72 and 25-4-1972, respectively, to the revision of Regulations contained in the Panjab University Calendar, Volume I. Regulations in the following Chapters will now read as given under each :—

- Chapter II(A)(i)—Senate
- Chapter II(A)(ii)—Syndicate
- Chapter II(A)(iii)—Finance
- Chapter II(A)(iv)—Academic Council
- Chapter II(A)(v)—Faculties
- Chapter II(A)(vi)—Boards of Studies
- Chapter II(B)—Election of Ordinary Fellows
- Chapter IV(A)(i)—Dean of University Instruction
- Chapter IV(A)(ii)—Dean of Student Welfare
- Chapter IV(B)—Appointment of Wardens of University Hostels
- Chapter IV(C)—Dean of Alumni Relations
- Chapter V(A)—University Teachers
- Chapter V(B)—Additional provisions for Professors & Readers
- Chapter V(C)—The Vishveshvaranand Institute of Sanskrit & Indological Studies
- Chapter V(D)—Principals of Colleges maintained by the University
- Chapter VII(A)—Register of Students
- Chapter VII(B)—Students of the University Teaching Departments
- Chapter VII(C)—Academic Session and Dates of its terms
- Chapter VIII(A)—Affiliated Colleges—Conditions of Affiliation

CHAPTER II(A)(i)

THE SENATE

Regulations under Sections 11(2) and 31(2)(c) of the Panjab University Act

MEETINGS AND ISSUE OF AGENDA

1. The Chancellor, or in his absence the Vice-Chancellor, shall preside at all meetings of the Senate; but in the absence of both the Chancellor and the Vice-Chancellor, the members present at a meeting shall elect a Chairman to preside at such meetings.

2. The quorum for a meeting of Senate shall be 15 members, but when the Senate meets for Convocation, no quorum will be required.

Ordinary Meetings

3. Ordinary meetings of the Senate shall be held as under :—

- (a) In the month of December for consideration of ordinary business, and the accounts of the year

as approved by the Board of Finance and Syndicate.

- (b) In the month of March for consideration of the budget for the ensuing year as recommended by the Board of Finance and Syndicate and to transact other business;
- (c) Other meetings as may be convened by the Registrar under the direction of the Vice-Chancellor/Syndicate, for disposal of business.

4. No item of business shall be included in the agenda unless it has first been considered by Syndicate except as provided in Regulation 13.

5. The Registrar shall, under the direction of the Vice-Chancellor, give not less than 15 days' notice of the date of an ordinary meeting of Senate. However, in case of emergency, the Chancellor or the Vice-Chancellor may convene an ordinary meeting at a shorter notice.

CONVOCATION

6. The Senate shall meet in Convocation on such date and at such time as may be fixed by the Chancellor or the Vice-Chancellor for the purpose of conferring such degrees, diplomas, titles, licences, and marks of honour, as have been previously sanctioned by the Senate.

SPECIAL MEETINGS

7. Should the Chancellor, the Vice-Chancellor or at least fifteen members of Senate in a joint requisition signed by all such members consider a special meeting of the Senate to be necessary, he/they shall intimate to the Syndicate the purpose of such a meeting and the Syndicate shall fix a date for the special meeting of Senate so requisitioned.

The Registrar shall give, to the members of the Senate, at least seven days' notice of such a meeting. The notice shall specify the business to be transacted.

8. Should the Chancellor, the Vice-Chancellor or at least fifteen members of Senate, in a joint requisition signed by all such members, consider a special meeting of the Senate necessary to reconsider a question already decided by the Senate during the course of the previous six months, the Chancellor, the Vice-Chancellor or the members, as the case may be, shall inform the Syndicate, stating the reasons necessitating reconsideration. The Syndicate shall fix a date for the special meeting of Senate so requisitioned.

The Registrar shall give, to the members of the Senate, at least seven days' notice of such meeting. The notice shall specify the details of the matter to be reconsidered.

9. At a special meeting of Senate, only the business for which the meeting is convened shall be transacted.

MANAGEMENT AND SUPERINTENDENCE

10.1. Without prejudice to the generality of its powers of management and of superintendence over the affairs, concerns and property of the University, the Senate shall, in particular, consider and take decision on the recommendations of the Syndicate in the following matters :—

- (a) Affiliation and disaffiliation of colleges;
- (b) Appointment of Officers of Class A;
- (c) Grant of degrees, diplomas, titles, licences, marks of honour, prizes, and rewards for the encouragement of literature;
- (d) Scale of fees for entrance into the University and continuance therein, for admission to the examinations of the University for attendance at any lectures or classes in connection with the

University, for the degrees to be conferred by the University and for such other matters as may be specified by the Regulations; and

- (e) Creation of posts of Professors, Readers and other teachers and also to fix their salaries and pay scales.

10.2. Consistent with the provisions of the Panjab University Act, the Senate may delegate any of its functions to the Syndicate, to the Vice-Chancellor or to a Committee appointed from amongst the members of the Senate.

RESOLUTIONS BY THE MEMBERS

11.1. Any Fellow who wishes to move a resolution shall forward a copy of the resolution to the Registrar so as to reach him not less than four weeks before the date of an ordinary meeting. He may withdraw the resolution by giving a written notice, which should reach the Registrar not less than two days before the date of the despatch of the agenda papers.

The Registrar shall submit the proposed resolution to the Vice-Chancellor, who shall direct him to include it in the agenda provided it is in clear and in unambiguous terms. *It shall then be brought to the notice of the Syndicate which shall refer it to the Senate with its observations, if any.* When a resolution is not included in the agenda paper under orders of the Vice-Chancellor, the Registrar shall intimate the fact to the member stating the objection.

11.2. A resolution standing in the name of a member who is absent from the meeting, may be moved by any other member.

ORDER OF BUSINESS

12. It shall be open to a member to move for a change in the order of business as stated in the agenda paper. If the motion is agreed to by majority of the members present at the meeting the business shall be transacted in the changed order.

PROPOSALS

13. Proposals concerning the following may be moved without notice :—

- (a) urgent business brought forward by the Syndicate but not included in the agenda.
- (b) (i) reference back to the Syndicate or any other University body for reviewing or reconsidering its recommendation or decision.
- (ii) Remittance of any matter before the Senate at the time to any University body for consideration and report.
- (c) Appointment of a Committee to consider and report on any matter before the Senate at the time.
- (d) Adjournment of the debate on any question to a subsequent meeting or adjournment of the meeting.
- (e) A motion that the question be now put to the House.
- (f) Congratulations or condolence or vote of thanks with the permission of the Chairman.
- (g) Any other matter, with the permission of the Chairman.

REGULATIONS

14.1. The Syndicate shall appoint annually a Regulations Committee consisting of five members. *The quorum for a meeting of the Committee shall be three.* Proposals

for framing of or amendments of regulations shall be submitted to the Syndicate through this Committee.

14.2. The Committee may be consulted by the Vice-Chancellor, Syndicate or Senate or issues of legal interpretation of the Act of Incorporation, the regulations or the Rules.

15. In making Regulations under section 31 of the Panjab University Act, 1947, the following procedure shall be followed :

- (a) The Syndicate shall consider all amendments and draft regulations as recommended by the Regulations Committee and after making such alterations as it considers fit, shall submit the same to the Senate.
- (b) The Senate shall consider all amendments and draft regulations as recommended by Syndicate and may make such alterations as it considers fit. The decision of Senate along with the proposed amendments and regulations shall be forwarded to the Government for sanction and when their sanction has been received, the Common Seal shall be affixed to the regulations. The regulations as finally sanctioned by the Government shall be published in the Government Gazette.

16. A regulation shall take effect from the date of its publication in the Gazette unless any other date is named therein as the date upon which it is to come into force.

CHAPTER II(A)(ii)

THE SYNDICATE

(Regulations under Section 20 and 31(2)(c) of the Panjab University Act

1.1. The Syndicate shall consist of—

1. The Vice-Chancellor, Chairman;

2.5. Ex-officio members :—

2. The Director of Public Instruction, Punjab;
3. The Director of Education, Himachal Pradesh;
4. The Director of Public Instruction, Haryana;
5. The Director of Public Instruction, Chandigarh.

6.20. Elected members :

15 (Ex-officio or Ordinary Fellows) elected by the Fellows assigned to the following Faculties in the proportion indicated against each :—

- | | |
|--|------|
| (a) Faculty of Languages | .. 2 |
| (b) Faculty of Arts | .. 3 |
| (c) Faculty of Science & Mathematics | .. 3 |
| (d) Faculty of Law | .. 2 |
| (e) Faculty of Medical Sciences | .. 2 |
| (f) Faculties of Agriculture, Dairying & Animal Husbandry, Education, Commerce, Engineering & Technology, and Design and Fine Arts | .. 3 |

1.2. The Registrar shall act as Secretary.

1.3. Elections shall be held at meetings of the Faculties concerned which shall be attended only by Fellows assigned to each of these Faculties, and each Fellow shall be entitled to vote for as many candidates as there are Syndics to be elected. A candidate shall be proposed and seconded and voting shall be by secret ballot. A fresh vote shall be taken when equality of votes makes this necessary. If the votes are equal after a second vote is taken, the Chairman shall have a second or a casting vote;

Provided that—

(i) At least one of the Syndics elected by the Languages Faculty, two elected by the Arts Faculty, two elected by the Science & Mathematics Faculty, one elected by the Faculty of Medical Sciences, and two elected by the Faculties of Agriculture, Dairying & Animal Husbandry, Education, Commerce, Engineering & Technology, and Design & Fine Arts, shall be Heads of, or Teachers in, Colleges affiliated to the University or Colleges and Teaching Departments maintained by the University;

(ii) A person shall not be eligible to seek election, if whether, by himself or by any other person or a body of persons in trust for him or for his benefit or on his account he has any share or interest in—

(a) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;

(b) a contract for supply of goods to the University;

(c) execution of any works of the University.

(iii) A person shall not be eligible to seek election to the Syndicate and if he is already a member he shall cease to hold his respective office—

(a) if he is shown as author co-author, or collaborator of a book prescribed for a University examination excepting M.A. course, whether or not he has in fact contributed to the writing of the book; or

(b) if he is found, after a proper enquiry, to be the writer of such book, though his name does not appear as an author, co-author or collaborator.

Provided that this shall not apply to a person who wrote a book at the instance of the University and did not receive any royalty for the same.

NOTE : 1. No person elected as a member shall continue to hold his office if he incurs any of the disqualifications mentioned at (ii) above.

2. Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.

3. If any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor whose decision shall be final.

2. A new Syndicate shall be elected not later than December 31 of each year and its year of office shall commence from the 1st of January following.

3. Should a vacancy occur in the Syndicate during the year, it shall be filled by the election of a new member by the Fellows assigned to the Faculty or Faculties, whose representative has ceased to act on the Syndicate, and the new Syndic shall continue to act until the end of December of that year.

4. The Vice-Chancellor shall preside at all meeting of the Syndicate at which he may be present. In his absence, the members present may elect another member to preside at such a meeting. The conduct of business and order of speaking shall be under the control of the Vice-Chancellor, or, in his absence, of the member who is presiding.

5. Five members shall form the quorum for a meeting of Syndicate.

6. Meetings shall be convened by the Registrar as directed by the Vice-Chancellor or as decided by the Syndicate.

7. As provided in Section 20(1) of the Panjab University Act, the executive government of the University shall be vested in the Syndicate. Without prejudice to the generality of its powers as the executive government of the University, the Syndicate shall, in particular, consider and make such recommendations to Senate as they deem fit in the following matters :—

- (a) affiliation and disaffiliation of colleges;
- (b) appointment of Officers of Class A;
- (c) grant of degrees, diplomas, titles, licences, marks of honour, prizes, and rewards for the encouragement of literature;
- (d) scales of fees for entrance into the University and continuance therein, for admission to the examinations of the University, for attendance at any lectures or classes in connection with the University, for the degrees to be conferred by the University and for such other matters as may be specified by the Regulations;
- (e) recommendations of the Board of Finance relating to annual budget, supplementary grants, and other related matters.

8. The Syndicate shall have power to pass orders on various University matters in order to carry on the executive government of the University and shall in particular—

- (a) consider periodical inspection reports and enquiry reports on the colleges and give necessary directions;
- (b) consider recommendations of the Academic Council and Faculties whose recommendations can, under the regulations come up to Syndicate direct, and take decisions as authorised by regulations;

9. As provided in Section 20(4) of the Panjab University Act, the Syndicate may delegate any of its executive functions to the Vice-Chancellor or to a Sub-Committee appointed from amongst the members of the Syndicate or to a Committee which may include persons who are not members of the Syndicate or to any other authority prescribed by Regulations.

10. The Syndicate shall have power to transfer sums (other than those voted for salaries, or given by the donors for special objects) not exceeding Rs. 5,000 to increase the allotment for any one object for which provision has already been made; to transfer sums not exceeding Rs. 5,000, to meet new expenditure on any one object for which no provision has been made; and to sanction proposals of new expenditure involving a sum not exceeding Rs. 10,000 in a year. All such transfers for the purposes of new expenditure and all such sanctions shall be reported at the next meeting of the Senate.

11. As provided in Section 20(5) of the Panjab University Act, the Syndicate may make such Rules, not inconsistent with the provisions of the Act and the Regulations, as they may deem necessary, for carrying on the executive government of the University.

12. If a person who has been elected to a Board of Studies as an Added Member of a Faculty, to the Academic Council, or to any University Body, other than Syndicate and Senate, is found, after election, to be ineligible, the Syndicate shall have power to remove him from such office, but before taking a final decision, he shall be given an opportunity to make a representation. In case of any dispute, however, the matter will be referred to the Chancellor as provided in Section 38 of the Panjab University Act.

13. Whenever there is an urgency, the Vice-Chancellor may take such action as he deems necessary, and report

the matter at the next meeting of the Syndicate for approval.

CHAPTER II(A) (iii)

FINANCE

(Regulations under Section 31(2)(b) of the Panjab University Act, 1947)

BOARD OF FINANCE

1. There shall be a Board of Finance which shall be appointed every year, by January 31, and shall hold office for one year from February 1 to January 31 of the year following. It shall consist of—

- (i) The Vice-Chancellor, as Chairman;
- (ii) The Dean of University Instruction;
- (iii) Two members appointed by the Syndicate from amongst its members;
- (iv) Two Fellows, who are not members of the Syndicate, elected by the Senate, in accordance with the rules framed by the Syndicate from time to time (for the present rules, see Calendar Vol. III) :

Provided that—

- (1) A person shall not be eligible to seek election, if whether by himself or by any person or body of persons in trust for him or for his benefit or on his account he has any share or interest in—
 - (a) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
 - (b) a contract for supply of goods to the University;
 - (c) execution of any works of the University.
- (2) A member appointed or elected under (iii) and (iv) incurring any of the disqualifications mentioned in proviso No. 1 above, shall cease to hold office.
- (3) If any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor whose decision shall be final.
- (v) Four nominees—one each from the Governments of Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh.
- (vi) The Registrar shall be the Secretary of the Board.

2.1. The functions of the Board of Finance shall be—

- (i) To review periodically the financial position of the University and to suggest ways and means for its improvement and also to make recommendations to the Syndicate relating to University finances;
- (ii) To sanction proposals of new expenditure involving a sum not exceeding Rs. 5,000;
- (iii) To examine and advise the Syndicate regarding—
 - (a) every proposal of new expenditure involving a sum of money exceeding Rs. 10,000;
 - (b) the annual budget estimates;
 - (c) applications for revision of existing pay scales; and

(d) creation and pay scales of new posts.

2.2. The Vice-Chancellor shall have authority to create temporary posts of class B and C employees out of the following Budget Heads :—

- (i) "Temporary Establishment"; and
- (ii) "Conducting Examinations—Temporary Establishment".

BUDGET

3. The budget estimates recommended by the Board of Finance, shall, after consideration by the Syndicate, be submitted to the Senate for sanction not later than March 31 of each year, in such form and in accordance with such directions as may be given by the Syndicate.

4.1. All funds and moneys belonging to the University shall be kept in the name of the Panjab University in the State Bank of India, provided that investment in a current account or a fixed deposit for an amount to be determined by the Syndicate may be made in a scheduled bank other than the State Bank of India, with the approval of the Senate.

4.2. The following accounts shall be kept in the State Bank of India :—

- (a) Current Account;
- (b) Provident Fund;
- (c) Gratuity Fund;
- (d) Special Endowed Trusts;

and under such other accounts as may be determined by the Syndicate from time to time.

4.3. The Registrar shall maintain—

I. For Special Endowed Trusts—

- (a) A Cash Book,
- (b) A Ledger, Exhibiting a separate personal account for each trust.
- (c) A Bank Pass Book;

II. For Current Account—

- (a) A Cash Book,
- (b) A Classified Register of Receipts,
- (c) A Classified Register of Expenditure,
- (d) A Bank Pass Book;

III. For Provident Fund Account—

- (a) A Cash Book,
- (b) A Ledger, exhibiting a separate personal account.
- (c) A Bank Pass Book,
- (d) A Liability Register;

IV. For Gratuity Fund Account—

- (a) A Cash Book,
- (b) A Bank Pass Book.

4.4. Annual contribution to the Gratuity Fund shall not be less than Rs. 5,000.

4.5. No transfer shall be allowed from 'Provident Fund', 'Gratuity Fund' or 'Special Endowed Trusts' Fund to any other account except with the previous sanction of the Senate.

5. All property belonging to the University shall be held in the name of the University. For the purpose of drawing interest upon such Government Stock or Gov-

ernment Promissory Notes, as are held in the name of the University, the Registrar shall have authority to take necessary action, but for transferring any part of such Government Stock or Government Promissory Notes, the Vice-Chancellor and the Registrar shall have joint authority to do all such acts as may be necessary.

6. The Vice-Chancellor, may order, subject to the control of the Syndicate, that any uninvested balance at the credit of any particular trust, or of any other University accounts, shall be invested in Government Securities or in fixed deposits for the benefit of the account concerned.

7.1. It shall be the duty of the Registrar to see that all sums granted to, and accepted by the University for specific objects, such as the establishment of a Professorship, a Readership, or a Scholarship, or for the grant of a prize, a medal, or other special award, shall be invested wherever practicable in Government securities or fixed deposits and brought to credit under the proper head of account.

7.2. Securities held in the name of the University shall not be sold without sanction of the Senate.

RECEIPTS

8. All sums received on account of the University shall be received by the Registrar or in the case of the Colleges maintained by the University by the Principal of the College concerned and shall be forthwith sent by him to the State Bank of India for credit to the account concerned, and shall not be used by him to meet current expenditure.

Provided that—

- (1) The Syndicate may nominate the University Cashier or such other officer as it deems fit for signing the receipts, for money received on behalf of the Registrar, and
- (2) The Principal of a college shall have power to delegate his authority to one of the clerks of the college to receive dues from the students and issue receipts for the same under his signatures on the condition that the responsibility will be of the Principal and he shall intimate to the Registrar the name of the clerk to whom the authority is delegated.

If the college is located at a place where there is no branch of the State Bank of India, a limited current account may be opened in a scheduled bank at the place approved by the Senate.

9. The Registrar shall prepare an annual General Statement showing in detail the state of each of the accounts described in Regulation 4 which shall be checked and countersigned by the Auditor. The General Statement shall then be submitted to the Board of Finance, Syndicate and Senate.

10. In the Regulations, contained in this Chapter, the "Registrar" shall mean the "Finance & Development Officer" for such purposes as may be decided by the Senate from time to time.

11. For concurrent audit of the University accounts and of all the bills before they are paid, an Auditor may be appointed by the government on a request from the University. In case the government does not accede to this request, the Senate shall appoint an Auditor for the purpose. The Auditor shall hold office for such period and shall receive such remuneration as the Senate may sanction from time to time.

12.1. It shall be the duty of the Auditor to submit to the Board of Finance a brief half-yearly audit report with particular reference to the following points :—

- (a) that the accounts of the University are properly kept;
- (b) that the state of the balance shown therein agrees with the Bank's account;
- (c) that all payments are supported by proper vouchers and that they are authorised under proper sanction; and
- (d) that all receipts and payments are classified in accordance with the rules and regulations of the University.

12.2. It shall also be the duty of the Auditor to prepare and submit to the Board of Finance annually a duly certified audit report of the University accounts.

12.3. Both the reports as required in Regulations 12.1 and 12.2 shall be submitted by the Board of Finance to the Syndicate and Senate with such observations as they may deem fit to make.

CHAPTER II (A)(iv)

ACADEMIC COUNCIL

1.1. There shall be an Academic Council which shall consist of the following:—

- (a) The Vice-Chancellor, as Chairman.
- (b) The Dean of University Instruction.
- (c) One Principal of a University Evening College, by rotation.
- (d) The Deans of Arts, Languages, Science & Mathematics, Commerce, Education and Design & Fine Arts Faculties—*ex-officio*.
- (e) The University Professors, *i.e.*, Professors maintained by the University, *including the Director of V.I.S. & I.S., Hoshiarpur*, and those designated by the Syndicate as Professors, in such subjects of University teaching as belong to the Faculties of Arts, Science & Mathematics, Commerce, Languages, Education and Design & Fine Arts and if in any of such subjects, there is no University Professor, the Head of the University Department concerned not below the rank of a Reader.
- (f) The Principals/Directors of such Arts and Science College/University Post-Graduate Regional Centres as undertake teaching up to Master's degree in two or more subjects.
- (g) Six teachers of degree classes as defined in Regulation 2 below, elected from amongst themselves.
- (h) Six Principals of such Arts and Science colleges as undertake Honours teaching in *at least* three subjects, elected from amongst themselves.
- (i) Two University Lecturers (one from the Science & Mathematics Faculty and one from other Faculties) to be nominated by the Syndicate, by rotation.
- (j) Five Fellows of the University elected by the Senate.
- (k) Not more than two University Readers, nominated by the Syndicate.
- (l) Three nominees of the Vice-Chancellor.

1.2. The Syndicate shall appoint the Registrar or the Deputy Registrar as Secretary of the Academic Council.

1.3. The members included in (g), (h), (i), (j), (k) and (l) shall be elected or nominated as the case may be by January 31, every alternate year. These members shall hold office for two years beginning February. Election of (g), (h) and (i) shall be held in accordance with the Rules approved by the Syndicate from time to time (for present Rules, see Calendar, Vol. III, Provided that—

- (A) A person who, in one way or the other, is involved in publication of cheap notes, guides or help books shall not be eligible to be a member of Academic Council.
- (B) A person shall not be eligible to seek election, if whether by himself or by any person or a body of persons in trust for him or for his benefit or on his account he has any share or interest in —
 - (i) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
 - (ii) a contract for supply of goods to the University;
 - (iii) execution of any works of the University.
- (C) A member shall not continue to hold his office if he incurs any of the disqualifications mentioned at (A) or (B) above.

1.4. If any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor whose decision shall be final.

2. A degree teacher for purposes of election to Academic Council under clause (g) of Regulation 1.1. shall be one who has taught, for (a) not less than half of his weekly teaching load and (b) for at least 12 months immediately preceding the election, any of the following classes:

1. Pre-Engineering and Pre-Medical.
2. B.A./B.Sc. Part I, Part II and Part III.
3. B.Ed.
4. B.Com.
5. B. Architecture.
6. M.A. M.Sc.

A Demonstrator shall not be deemed to be a degree teacher for this purpose.

3.1. The quorum for a meeting of the Academic Council shall be 9.

3.2. All questions shall be decided by a majority vote of the members present at the meeting and in the case of equality of votes the Chairman shall have a second or casting vote.

4. Meetings shall be convened as the Vice-Chancellor may direct.

5. The Vice-Chancellor shall preside at all meetings. In the absence of the Vice-Chancellor, the Dean of University Instruction shall preside. In the absence of the Vice-Chancellor and the Dean of University Instruction, the members present at the meeting shall elect a Chairman.

*A lecturer (but not a Demonstrator) who teaches Practicals or both theory and practicals is a degree teacher. (Para 122, Synd. minutes, dated 7-1-68).

6. The functions of the Academic Council shall be—

- (a) to deal with University teaching and to make proposals for fresh developments;
- (b) To recommend to the Syndicate the creation of new or additional teaching posts in the University and to advise upon all proposals for the abolition of such posts;
- (c) to promote research within the University and to require reports on such research from the persons employed thereon.
- (d) subject to control of the Syndicate to frame general rules for admission to University classes.
- (e) To report for consideration of the Syndicate and Senate, on the recommendations of the Faculties made on the proposals by the Boards of Studies regarding courses of reading and syllabi and outlines of tests in each paper for all examinations in the Arts, Languages, Science & Mathematics, Commerce, Education & Design & Fine Arts Faculties.

Provided that—

1. The Council shall have power to accept, reject or refer back but not to amend the recommendations of the Faculties.
 2. In the event of difference of opinion between the Academic Council and a Faculty, after the first reference, the opinions of both the bodies shall be placed before the Syndicate.
 - (f) to recognise, subject to the control of the Syndicate, the certificates, diplomas and degrees of recognised universities in the Faculties of Languages, Arts, Science & Mathematics, Commerce, Education and Design & Fine Arts as equivalent to the corresponding certificates, diplomas and degrees of the Panjab University.
 - (g) to frame rules concerning principles and methods of examination, as distinct from the actual conduct and supervision of examinations.
7. Whenever there is an urgency, the Vice-Chancellor the matter at the next meeting of the Council for approval.

CHAPTER II (A)(v)

FACULTIES

Regulations under Section 19(1) and (2) and Section 31(2)(c) and (n) of the Panjab University Act, 1947

1. The Faculties constituted by the Senate are :—

- (1) Languages
- (2) Arts
- (3) Science & Mathematics
- (4) Law
- (5) Medical Sciences
- (6) Agriculture
- (7) Commerce
- (8) Engineering & Technology
- (9) Education
- (10) Dairying & Animal Husbandry
- (11) Design & Fine Arts.

2.1. Fellows shall be assigned to Faculties for the whole of their term, by order of Senate, with reference 109GI/72—6

to their special qualifications, after considering recommendations made by Syndicate in this behalf, subject to the limitation that no Fellow shall be assigned to a more than two out of the Faculties of Languages, Arts, Science & Mathematics, Law and Medical Sciences, and (b) more than two out of the remaining Faculties. A Fellow may, however, ask for a change on the expiry of two years of the assignment, and his request will be considered by Syndicate.

2.2. The Vice-Chancellor shall be an *ex-officio* member of every Faculty.

3. The Fellows assigned to each Faculty may add to their number, according to the procedure laid down in the regulations, persons residing within the territorial jurisdiction of the University who fulfil the following qualifications :—

- (a) For Faculties other than Law, Engineering & Technology and Medical Sciences : A teacher (as defined in Regulation 2 of the Chapter relating to Academic Council) of a college affiliated to the University in the Faculty concerned, with at least ten years' standing and in the case of Ph. D. degree-holders of five years' standing.

or

A teacher of a University Teaching Department in the Faculty concerned with at least ten years' standing and in case of Ph.D. degree-holders of five years' standing.

or

A retired teacher of a college affiliated to the University or a University Teaching Department with at least ten years' teaching experience in the Faculty concerned.

- (b) For the Faculty of Law, only teachers of Law with at least ten years' teaching experience in Law or Advocates of ten years' standing or Judicial Officers of ten years' standing;
- (c) For the Faculty of Medical Sciences, teachers of Medicine with at least ten years' teaching experience or private practitioners of ten years' standing;
- (d) For the Faculty of Engineering & Technology, only teachers working in the Engineering Technical College Institutes affiliated to the University with 10 years' teaching experience or engineers technologists of 10 years' standing.

Provided that—

- (i) the number of persons so added to the Faculty shall not exceed half the number of Fellows assigned to that Faculty and no person shall be eligible to seek election as an Added Member to more than one Faculty.
- (ii) a person shall not be eligible to seek election who :
 - (a) in one way or the other, is involved in publication of cheap notes, guides or help-books;
 - (b) by himself or by any person or a body of persons, in trust for him or for his benefit or on his account he has any share or interest in—
 - (1) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
 - (2) a contract for supply of goods to the University;

- (3) execution of any works of the University.

Provided further that no person elected as a member shall continue to hold his office if he incurs any of the disqualifications mentioned in (1), (2) and (3) above.

- (c) is a student of a recognised or affiliated institution or a private candidate appearing in a University Examination.
- (iii) A person shall not be eligible to seek election to a Faculty and if already a member he shall cease to hold his respective office—
- (a) if he is shown as author, co-author or collaborator of a book prescribed for a University examination excepting M.A. course, whether or not he has in fact contributed to the writing of the book; or
- (b) if he is found, after a proper enquiry to be the writer of such book, though his name does not appear as an author, co-author or collaborator

Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.

Provided that this shall not apply to a person who wrote a book at the instance of the University and did not receive any royalty for the same.

- (iv) An Added Member of a Faculty who ceases to possess the qualifications laid down in Regulation 3, or leaves the territorial jurisdiction of the University, shall cease to be an Added Member for the remaining period of his term.
- (v) if any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor whose decision shall be final.

4.1. University Professors, and such Readers as are Heads of Departments, shall be *ex-officio* members of the Faculties concerned and shall exercise all rights given by regulations to Added Members; they shall be in addition to the number elected by Fellows under Regulation 3.

4.2. Principals of colleges affiliated in the following Faculties are co-opted as members of their respective Faculties but they shall not have right of vote :—

- (1) Medical Sciences,
- (2) Engineering & Technology including Textiles Technology,
- (3) Agriculture,
- (4) Dairying & Animal Husbandry, and
- (5) Design & Fine Arts.

5. In these Regulations, the expression "Member of a Faculty" shall include a member added to the Faculty under Section 19, Sub-Section (2), Clause (b), of the Panjab University Act.

6. The Vice-Chancellor, and in his absence the Dean, shall preside at all meetings of a Faculty. In the absence of Vice-Chancellor and Dean, the members present at each meeting shall elect a member to preside. At a joint meeting of two or more Faculties, the Vice-Chancellor,

if he is present, shall preside; in the absence of the Vice-Chancellor, the members present shall elect a member to preside.

7. The number of members required to form a quorum at a meeting of a Faculty shall be as under :—

- Arts—Eight
- Languages—Seven
- Law—Five
- Science & Mathematics—Five
- Medical Sciences—Four
- Agriculture—Four
- Commerce—Four
- Engineering & Technology—Four
- Education—Four
- Dairying & Animal Husbandry—Four
- Design & Fine Arts—Four

At a joint meeting of more than two Faculties and at a joint meeting of the Arts and Languages Faculties ten members, and at a joint meeting of any other two Faculties eight members, shall form a quorum.

8. Meetings shall be convened by the Secretary of the Faculty concerned as the Dean or in his absence the Vice-Chancellor may direct.

9. Every Faculty shall—

- (i) consider recommendations of the Boards of Studies in regard to the following matters and forward the same to the Academic Council and/or the Syndicate, as the case may be, with such modifications, if any, made by the Faculty :—
 - (a) syllabuses and Courses of Reading to be completed by candidates for the examinations, of the University;
 - (b) minimum qualifications required for admission to various Courses;
 - (c) other conditions to be complied with by candidates for admission to degrees, diplomas, licences and marks of honour;
 - (d) any other matter that may be referred by the Academic Council and/or the Syndicate.

10. The Faculties shall elect their representatives on the Syndicate every year not later than December 31, in accordance with the Regulations contained in the Chapter relating to Syndicate.

11.1. The recommendations of the Faculties of Languages, Arts, Science & Mathematics, Commerce, Education and Design & Fine Arts, in regard to the Course of Reading, the Syllabuses and the Outlines of Tests in each subject for the examinations in such Faculties, shall be submitted to the Academic Council for approval. The Council shall, however, not alter them without referring them back to the Faculty concerned, for reconsideration. The recommendations of the Faculties and the Academic Council shall be subject to the approval of the Syndicate.

11.2. Similar recommendations of other Faculties shall be reported to the Syndicate, which shall have power to approve them but not to alter them without referring them back to the Faculty concerned.

11.3. If a proposal submitted by the Academic Council/Faculty is not approved by the Syndicate, the resolution of the Syndicate with that of the Council/Faculty shall be submitted to the Senate.

12. No matter affecting any Faculty shall be decided by the Academic Council, or the Syndicate, or the Senate, without its having been first referred to the Faculty for opinion. In case of doubt, the Vice-Chancellor shall decide what matter shall be referred, under this regulation, to any Faculty.

13. The Course of Reading for the University examinations prescribed by the Syndicate, upon the recommendations of the Academic Council/Faculties, shall be subject to the approval of the Senate.

14. In the absence of recommendations by the Faculties, or appropriate Boards or Committees the Syndicate shall be competent to decide, subject to approval of the Senate, in the month of November every year, or as soon thereafter as possible, that the same outlines of tests, syllabi and courses of reading shall continue for the next admissions, as for the previous year, or take such other action as may be deemed fit.

CHAPTER II (A) (vi)

BOARDS OF STUDIES

[Regulations under Section 31(2)(d) of the Punjab University Act, 1947]

1. There shall be a Board of Studies for every subject as provided in these Regulations and Rules (calendar Vol. III).

2.1. The Boards shall be elected or appointed every alternate year in the month of March as laid down below and shall assume office from the first of April following.

2.2. Each Board of Studies shall consist of—

(a) (i) Seven members in the case of English, History, Economics, Political Science and Civics, Hindi and Panjabi Boards;

(ii) Six members in the case of Sanskrit, Philosophy, Mathematics, Statistics and Astronomy, Physics, Chemistry, Botany, Zoology and Geography Boards;

and shall be elected every alternate year in the manner as laid down in Regulations 3 and 4 and the Rules;

(b) *Ex-officio members* :

The University Professor or Professors (including the Director of V.I.S. & I.S., Hoshiarpur, who shall also be *ex-officio* member of Sanskrit Board), if there is no University Professor, the University Reader or Readers; if there is neither a University Professor nor a University Reader, the Head of the University Teaching in the subject or subjects of the Board.

(c) One or two members nominated by the Vice-Chancellor, if considered necessary.

2.3. The Board of Studies in Medicine shall consist of—

(a) the principals of Medical Colleges affiliated to the University—*ex-officio*;

(b) five members to be elected in accordance with Regulations 3 and 4 and the Rules;

(c) one or two members nominated by the Vice-Chancellor if considered necessary.

2.4. The Board of Studies in Education shall consist of—

(a) Principals of the Colleges of Education affiliated for M.Ed.—*ex-officio*;

(b) University Professor of Education, or the Head of the University Department of Education, if there is no Professor—*ex-officio*;

(c) seven members to be elected from amongst the principals and whole-time teachers of the Colleges of Education/Department of Education, Punjab University, in accordance with the procedure laid down in Regulation 3 and the Rules;

(d) One or two members nominated by the Vice-Chancellor, if considered necessary.

2.5. The Boards of Studies in the following subjects as also the Conveners of these Boards shall be nominated by the Syndicate :—

I. Arabic

II. Persian

III. Urdu

IV. Bengali

V. Tamil

VI. Sindhi

VII. French

VIII. German

IX. Russian

X. Tibetan

XI. Music

XII. Arts

XIII. Psychology

XIV. Sociology

XV. Public Administration

XVI. General Education

XVII. Ancient Indian History : Culture & Archaeology

XVIII. Courses in Library Science

XIX. Anthropology

XX. Military Science

XXI. Physiology

XXII. Human Anatomy

XXIII. Bio-Physics

XXIV. Bio-Chemistry

XXV. Microbiology

XXVI. Geology

XXVII. Pharmacology

XXVIII. Post-Graduate Studies in Pharmaceutical Sciences

XXIX. Agriculture

XXX. Post-Graduate Agricultural Education & Research

XXXI. Dairying & Animal Husbandry

XXXII. Textile Technology

XXXIII. Chemical Engineering

XXXIV. Civil Engineering

XXXV. Electrical Engineering

XXXVI. Mechanical Engineering

XXXVII. Aeronautical Engineering

XXXVIII. Applied Sciences

XXXIX. Metallurgical Engineering

XL. Electronics and Electrical Communication

XLI. Engineering & Production Engineering

XLII. Commerce

XLIII. Post-Graduate Medical Education & Research

XLIV. Dental Surgery

XLV. Home Science

XLVI. Architecture

XLVII. Physical Education

XLVIII. Pharmacy

XLIX. Nursing

L. Law

2.6. For the Boards XXIX to XLV and XLVIII to L, the Dean of the Faculty concerned shall be an *ex-officio* member.

Principals of colleges affiliated for the Master's degree course in Dairying & Animal Husbandry and Textiles Technology and Head of the University Department in Chemical Engineering shall be *ex officio* members of the Board of Studies concerned;

Provided that—

- (i) A person shall not be eligible to seek election, if whether by himself or by any person or a body of persons in trust for him or for his benefit or on his account, he has any share or interest in—
 - (a) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses;
 - (b) a contract for supply of goods to the University;
 - (c) execution of any works of the University.
- (ii) A person who, in one way or the other, is involved in publication of cheap notes, guides or help books, shall not be eligible to be a member of a Board of Studies.
- (iii) A person shall not be eligible to seek election to a Board of Studies—

(a) if he is shown as author, co-author or collaborator of a book prescribed for a University examination excepting M.A. course, whether or not he has in fact contributed to the writing of the book; or

(b) if he is found, after a proper enquiry to be the writer of such book, though his name does not appear as an author, co-author or collaborator.

NOTE : This shall not apply to a person who prepared a book at the instance of the University and did not receive any royalty for the same.

Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.

(iv) A member shall not continue to hold office if he incurs any of the disqualifications mentioned in (i), (ii) and (iii) above.

2.7. If any dispute arises whether any person is eligible to seek election or has incurred any of the disqualifications, the question shall be determined by the Chancellor, whose decision shall be final.

3. The Boards of Studies listed in Regulations 2.2, 2.3 and 2.4, shall be elected by the Faculties as specified below :—

English, Sanskrit, Hindi and Panjabi—Faculty of Languages.

Philosophy, History, Economics, Political Science & Civics—Faculty of Arts.

Mathematics, Statistics & Astronomy, Physics, Chemistry, Botany, Zoology.—Faculty of Science & Mathematics.

Geography.—Faculties of Arts and Science & Mathematics.

Medicine.—Faculty of Medical Sciences.

Education.—Faculty of Education.

4.1. For the Boards of Studies listed in Regulation 2.2, only the following shall be eligible to seek election :—

(a) A degree teacher of an affiliated college or a University Teaching Department in the subject of the Board of 10 years' standing and in the case of a Ph.D. degree-holder of five years' standing, who teaches the following classes :—

- (i) Pre-Engineering and Pre-medical.
- (ii) B.A./B.Sc. Parts I, II and III.

NOTE:—1. If such a person teaches also the Pre-University classes for more than half of his time in a week, he shall not be deemed to be a degree teacher.

2. A demonstrator is not a degree teacher for this purpose.

- (b) A former teacher who has taught the subject with which the Board is concerned, to the classes mentioned in (a) above, for twenty years or more.
- (c) A person who, in the opinion of the Vice-Chancellor, has eminence in the subject with which the Board is concerned.

Provided that—

- (i) Not more than two non-teachers shall be elected to a Board.
- (ii) No one shall be eligible to seek election to more than two Boards of Studies.

- (iii) No one shall propose his own name for election to a Board of Studies.

4.2. For the Board of Studies in Medicine, the following shall be eligible to seek election :—

A degree teacher of the M.B.B.S. class and/or a post-graduate class in the Faculty of Medical Sciences of 10 years' standing and in the case of a Ph.D. degree holder of 5 years' standing, or a former teacher who has taught the subject dealt with by the Board for 20 years or more.

5. The Syndicate shall fix a date or dates on which meetings of the various Faculties shall be held for the purpose of electing Boards of Studies.

6. Notwithstanding anything to the contrary contained in these regulations, where, in the opinion of the Syndicate, it is not possible to form a Board of Studies in the case of subjects listed in Regulations 2.2, 2.3 and 2.4, in accordance with these Regulations, the Syndicate may nominate a Committee to discharge the functions of the Board of Studies.

7. Save in the case of a Fellow of the University, an elected or co-opted member of a Board of Studies, who ceases to possess any of the qualifications laid down in Regulations 2 and 4 or leaves the territorial jurisdiction of the University, shall cease to hold his office as a member of the Board of Studies.

8.1. Meetings of the Boards of Studies shall be called by the Registrar in consultation with the Conveners as and when considered necessary.

8.2. Three members shall form the quorum for a meeting of a Board of Studies.

9. The functions of a Board of Studies shall be—

- (i) to recommend to the Faculty concerned :

- (a) Outlines of tests, syllabus, courses of study and reading;
- (b) text-books in Hindi, Panjabi, English and Sanskrit (only optional papers of Prabhakar and Gyani examinations) from amongst the books received from private publishers, after considering the opinion of Reviewers appointed by the Vice-Chancellor in accordance with the rules laid down by the Syndicate.

Provided that—

- (1) it shall not be necessary to appoint Reviewers when a Board recommends a book which is a classic, or, where the number of candidates in a year is not likely to exceed 500;
- (2) No book shall be recommended by the Board of Studies unless at least one member of the Board has read it and has given a certificate to that effect;

Discussion on the merits of text books shall be treated its confidential;

- (ii) to frame where necessary, Model Papers for the guidance of examiners;
- (iii) to suggest examiners in its subject/subjects: Discussion on the merits of examiners shall be treated as confidential.
- (iv) to consider and determine in consultation with the examiners objections raised to questions set at any examination held by the University : Provided that if the Board of Studies and the examiner are not able to agree upon the course to be adopted, the decision of the Board of

Studies shall be subject to the confirmation of the Vice-Chancellor and if the Vice-Chancellor does not confirm the decision of the Board the matter shall be referred to the Syndicate whose decision shall be final.

- (v) to act as a consultative body in regard to all questions referred to it, and to bring to the notice of the Faculty or Faculties concerned any matters connected with the examination in the subject of the Board.

CHAPTER II(B)

ELECTION OF ORDINARY FELLOWS

(Regulations under Sections 13, 14, 15 and 31(2)(a) of the Panjab University Act)

1. Election of Ordinary Fellows under Section 13 of the Panjab University Act shall be held every four years. Once in every year on such dates as the Chancellor may appoint in this behalf, there shall, if necessary, be an election to fill any vacancy amongst the Ordinary Fellows elected under Section 13(2) of the Act.

2. For purposes of election under Regulation 1, the Registrar shall maintain a Register of Electors in respect of each of the following categories of electors indicating the name, father's name, address and designation of each elector—

- (i) Registered Graduates;
- (ii) Professors on the staff of the Teaching Departments of the University;
- (iii) Readers and Lecturers on the staff of the Teaching Departments of the University;
- (iv) Principals of the Technical and Professional colleges;
- (v) Members of the staff of Technical and Professional Colleges;
- (vi) Principals of affiliated Arts Colleges;
- (vii) Professors, Senior Lecturers and Lecturers of affiliated Arts Colleges;
- (viii) Members of various Faculties.

Explanation : Persons mentioned in categories (iv), (v), (vi) and (vii) shall be those whose appointments as such have been approved by the University and who, at the time of registration, are performing whole-time duties of such office.

3. The Registrar shall issue a notice, every year, in such manner as may be prescribed by the Syndicate inviting applications for enrolment as registered graduates. A copy of the aforesaid notice shall also be affixed on the Notice Board in the Registrar's office.

4. Registration of Graduates :—

(A) The following classes of graduates of the Panjab University shall be eligible for enrolment provided that they are domiciled in India :

- (a) Those who have taken a doctorate degree or Masters degree in any Faculty of the University;
- (b) Those who have graduated, not less than 5 years before registration, in any Faculty of the Panjab University, Chandigarh; or from the University of the Punjab; Lahore.

For this purpose, the period of 5 years shall be counted from the year in which a person passed the degree examination concerned.

Illustration :—A person was declared to have passed the B.A. examination in 1970. He will be eligible for enrolment in 1975.

B (i) Application for enrolment as a graduate shall reach the Registrar not later than the prescribed date, on the prescribed form obtainable from the Registrar and shall be accompanied by the fee prescribed for this purpose.

(ii) In the event of the relevant record not being available in respect of a graduate of the University of the Panjab, Lahore, the applicant shall file a statement certifying that the facts stated by him in his application are correct and this statement shall be attested by any of the following :—

1. A Magistrate;
2. A Sub-ordinate Judge;
3. A Justice of Peace or a Notary Public;
4. The Dean of University Instruction;
5. The Registrar of the Panjab University;
6. The Principal of an affiliated college.
7. Officer Commanding or Adjutant of the Unit (Defence Services only).

(iii) The applicant shall enter his ordinary place of residence or business in his application form.

Subsequent change, if any, in his ordinary place of residence or business, shall be communicated to the Registrar, by the date prescribed and on the prescribed form obtainable from the Registrar's office.

The place of residence or business or change in such place communicated to the Registrar is liable to be rejected by him if found incorrect after necessary scrutiny and verification or if it is not filed by the prescribed date.

(iv) The prescribed fee for enrolment for the purpose of these regulations will be as under :

1. Initial fee of Rs. 5/-; and
2. the first annual fee of Re. 1/- or a composite fee of Rs. 10/- for life.

(v) A graduate who has not paid the composite fee for life shall pay the annual fee of Re. 1/- by the prescribed date and unless he has paid all arrears of the annual fee, he shall not be entitled to vote or to seek election.

(vi) A registered graduate may pay the balance of the composite fee for life after which no further fee shall be due from him.

(C) After necessary scrutiny of the information furnished in the prescribed application form and verification of receipt of the prescribed fee, the Registrar shall enter the name of the applicant, entitled for enrolment, in the Register of Graduates.

5. The Registrar shall get the Registers of Electors prepared in respect of categories (ii) to (viii) of Regulation 2, after due scrutiny of the information received.

6.1. All claims for entry in the aforesaid Registers of Electors or objections thereto shall be made to the Registrar, in writing, by the prescribed date.

6.2. The Registrar shall be the deciding authority with regard to all such claims for or objections against entries or revisions therein.

6.3. The decision of the Registrar shall be final if no objection in writing is made within the prescribed date.

6.4. Objection, if any, against the decision of the Registrar, if received within the prescribed date, shall be decided by a Committee, comprising of 3 members of the Syndicate, nominated by the Syndicate annually for the Calendar year.

6.5. The aforesaid Committee shall elect its own Chairman from amongst its members.

6.6. Two members shall constitute the quorum for a meeting of the Committee.

6.7. The Chairman shall not have a casting vote.

6.8. The decision of the Committee shall be final.

In case of a tie the matter shall be referred to the Vice-Chancellor whose decision shall be final.

7.1. The forms for the following shall be as given in the Rules :—

- (i) Notice intimating date of election and inviting particulars of electors of constituencies other than Registered Graduates and Faculties;
- (ii) Notice inviting nominations for election by the Faculties;
- (iii) Nomination Paper;
- (iv) Ballot Paper;
- (v) Covering letters for returning the Ballot Paper to the Returning Officer; and
- (vi) Inner and outer envelopes for Ballot Paper.

7.2. The Syndicate shall have authority to modify any form as may be considered necessary.

8. Whenever an election is due to be held, the Registrar shall notify the date of election (for form of Notification, see Rules) and shall publish the Registers of Electors of all the categories by causing a copy of each of them affixed on the office Notice Board in accordance with the schedule of dates approved by the Syndicate. For Registered Graduates he shall publish in the above manner the following Registers, bearing the date of their publication :—

- (i) the existing register of graduates,
- (ii) the preliminary register of graduates in respect of those who are enrolled subsequent to the publication of the existing register;
- (iii) the final register of graduates which shall include (i) and (ii) above.

9.1. For elections other than those by the Faculties, the Registrar or the Deputy Registrar, as the Syndicate may decide, shall be the Returning Officer.

9.2. The Vice-Chancellor may, for reasons to be recorded, depute any other person as Returning Officer, during the course of election.

10. Copies of the existing, the preliminary and the final registers of graduates shall be obtainable (unless out of stock), on payment of such fee as may be prescribed by the Syndicate.

11.1. The dates for different operations relating to conduct of elections shall be according to the prescribed schedule. Provided that if any of the dates fixed in accordance with the schedule is a University holiday, the event for that date will be postponed to the next working day, but it shall not affect the date fixed for election.

11.2. The Vice-Chancellor may, in case of any emergency and for reasons to be recorded, postpone at any stage the date of election or elections or the dates for transactions of any business connected with the election, and the matter shall be reported to the Syndicate.

12.1. No person shall be allowed to vote unless his name appears in the Register of Voters of the constituency concerned.

12.2. Except in the case of elections by Faculties, no one shall be qualified to be elected at an election held under these regulations unless his name appears in the Register of voters of the constituency concerned.

12.3. A voter's name shall not be removed from the Register of Voters for the reason that the voter has, subsequent to the publication of the final Register, ceased to hold the capacity in which he was registered as such.

13.1. A candidate for an election must continue to hold the requisite qualification/capacity by virtue of which he is seeking election.

13.2. The name of a candidate for an election shall be forthwith removed from the list of candidates as soon as he ceases to hold the requisite qualifications/capacity by virtue of which he was seeking election.

14. The Returning Officer shall retain, until the expiry of six months from the date of the election, all papers connected with the election, in a cover to be sealed in the presence of the candidates or their representatives (if present), and shall then, subject to any direction to the contrary given by the Chancellor, cause them to be destroyed.

15. The Vice-Chancellor may nominate a Deputy Registrar or any other officer of the University to perform any of the functions assigned to the Registrar in these regulations.

16.1. Objection, if any, to the decision of the Returning Officer on the validity or otherwise of a ballot paper shall be made forthwith in writing, i.e., when the ballot papers are counted.

16.2. Any objection pertaining to the polling shall be made to the Presiding Officer in writing on the date and during the time of polling.

17.1. A petition in respect of matters brought to the notice of the Returning Officer or the Presiding Officer as mentioned in Regulations 16.1. and 16.2 and a petition on any of the following points in connection with the election must reach the Registrar within 10 days of the declaration of the result, with a security deposit of Rs. 50 which amount shall be forfeited if the election petition is dismissed :

- (a) alleged failure of the Presiding Officer/Returning Officer to discharge his duties as laid down in the regulations;
- (b) allegation regarding the secrecy of vote having been infringed by the Presiding Officer/the Returning Officer;
- (c) allegations regarding any corrupt practice having been indulged in by any party to the election either itself or by its agents, with or without the knowledge of the party concerned.

17.2. A petition under Regulation 17.1 shall be heard by a Committee consisting of Vice-Chancellor and two other members appointed by Syndicate every year. The Committee may summon *Suo Moto* and examine any person whose evidence appears to it to be material. At the conclusion of its proceedings, the Committee shall make an order—

- (a) dismissing the election petition; or
- (b) declaring the election of all or any of the returned candidates to be void

17.3 The Vice-Chancellor shall be the *ex-officio* Chairman of the Committee. If there is difference of opinion, the decision of the majority shall prevail. Two

members shall form the quorum. If only two members are present and there is a difference of opinion between them, the decision of the Vice-Chancellor shall prevail or, in his absence, the matter shall be referred to the Vice-Chancellor and his decision shall prevail. The decision of the Committee or the Vice-Chancellor, as the case may be, shall be final and binding.

18. An election shall not be invalid by reason of non-receipt of any notice or because an elector has failed to receive the Ballot paper or has not received it in time to return it to the Returning Officer by the time prescribed for the purpose of his name has not been included in the list of voters for any reason whatsoever.

19. Elections of Ordinary, Fellows by constituencies other than by the Faculties shall be by the system of Single Transferable Vote. The procedure for voting and counting of votes shall be according to the Rules laid down by the Syndicate from time to time (for the present Rules, see Calendar, Vol. III).

20. After the votes have been duly counted, the Returning Officer shall declare the names of the candidates who have been elected, subject to Chancellor's approval under Regulation 23.

ELECTION OF ORDINARY FELLOWS BY THE FACULTIES

21. Six Fellows shall be elected by the Faculties. Of these, one shall be elected by each of the Faculties of Arts, Languages, Science & Mathematics, Medical Sciences and Law and one shall be elected by the remaining Faculties combined. The Fellows to be elected by the Faculties of Arts, Languages and Science & Mathematics shall be persons working as teachers in the University teaching departments or institutions affiliated to the University.

Only such persons shall be eligible to seek election from the Faculties as are residing within the State of the Punjab or Hariana or Himachal Pradesh or Union Territory of Chandigarh or Delhi.

22. When an ordinary Fellow is to be elected by a Faculty or by a group of Faculties, the Registrar, who will act as Returning Officer, shall circulate to all members of that Faculty or group of Faculties, a notice stating that candidates be nominated within the time specified in the notice. This time shall not be less than a fortnight from the date of the issue of the notice.

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23. The election of an Ordinary Fellow shall be subject to the approval of the Chancellor. Before according approval, the Chancellor shall have regard to the fact that the person elected is not likely to draw pecuniary advantage from the University through (a) publication of cheap notes, guides or help books, (b) printing, publishing or sale of books to or for the use of the University students of any of its courses, (c) a contract for supply of goods to the University, or (d) execution of any works of the University.

CHAPTER IV(A)(i)

DEAN OF UNIVERSITY INSTRUCTION

1. The Senate, on the recommendation of the Syndicate, may, from time to time appoint one of the University Professors to hold the office of the Dean of University Instruction. The term of appointment shall be for one year which may be renewed for one year more. The amount and nature of the allowance to be granted to the Dean of University Instruction for performing the

*The incumbent shall not be allowed Provident Fund benefit or Dearness Allowance etc., on this allowance.

duties attached to this office shall be as determined by the Syndicate at the time of appointment.

2. Duties and functions of the Dean of University Instruction shall be—

- (i) to co-ordinate and supervise admission of students made by the Boards of Control to the various University Departments.
- (ii) to decide applications for exemption from payment of University tuition fee up to 10 percent of the total number of students in a class. If the number of students in a class is less than ten, the Dean of University Instruction may grant full or half-fee concession to one student.
- (iii) to submit to the Academic Council time-tables of all University classes including Regional Centres; evening classes, diploma courses etc. and lists of holidays and to see that the same are properly pursued.
- (iv) to arrange for the accommodation of all University classes including evening classes, diploma courses, etc.
- (v) to see that the discipline and routine in all University classes including evening classes, diploma courses, etc., is maintained in accordance with the wishes and decisions of the Boards of Control and Academic Council. He shall exercise control through the Heads of the departments concerned.
- (vi) to call for and examine proposals from *affiliated* degree colleges for *permission* to start Honours classes, before referring them to the Academic Council.
- (vii) to co-ordinate, wherever necessary, the work of the teaching staff of the University teaching departments, but not to interfere with or directly control the work of the Heads of Departments in their respective departments.
- (viii) to sanction casual leave to the members of the teaching staff in the departments.
- (ix) to make recommendations to the Vice-Chancellor in regard to grant of privilege leave and to suggest consequential arrangements in all University classes including evening classes, diploma courses, etc.
- (x) to appoint, control and remove class C *employees* except chawkidars in the University Teaching Departments, subject to Regulations and Rules, if any.
- (xi) to operate the accounts of Amalgamated Fund allocated for academic activities of students as per Rules approved by Syndicate.
- (xii) to maintain service books of the staff employed in the University Teaching Departments and such other relevant records as may be necessary.
- (xiii) to make arrangements for extension lectures and to recommend to the Vice-Chancellor delegates to the various conferences.
- (xi) to guide the students proceeding abroad for higher studies and to look after the work of the Foreign Information Bureau.

CHAPTER IV(A) (ii)

DEAN OF STUDENT WELFARE

1. The Senate, may, on the recommendation of the Vice-Chancellor and Syndicate appoint, from time to time, one of the University Professors, to hold the office of Dean of Students Welfare. Such appointment may be renewed from year to year, but the maximum period for which a person may hold this office shall not exceed five years. The amount and nature of the allowance to be granted to the Dean of Students Welfare for performing the duties attached to this office shall be as determined by the Syndicate at the time of appointment.

2. Duties and functions of Dean Students Welfare shall be—

- (i) to make arrangement for the residence and to supervise discipline of students studying in the University classes at Chandigarh, and also to supervise and approve the lodging arrangements of the students living outside the campus;
- (ii) to supervise co-curricular and cultural activities of the students in the University campus;
- (iii) to look after the Physical Welfare and N.C.C. activities of the students in the University campus;
- (iv) to operate the accounts of the Amalgamated Fund allocated to the Students' Welfare Department for co-curricular activities;
- (v) to deal with all matters pertaining to discipline among the University students on the campus and outside (excepting those relating to their academic work which will be dealt with by the Heads of the Departments and/or the D.U.I.) and to impose such penalties as may be deemed necessary, after due enquiry;
- (vi) to devise ways and means for promoting the well-being of the University students, social, moral and emotional, and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth.

3. The Syndicate shall appoint a Committee for Students' Welfare, Residence, Health, Physical Welfare, Conduct, and Discipline, which shall consist of the following:

- (i) Dean of Students' Welfare (Chairman)
- (ii) Director of Physical Education.
- (iii) Directress of Physical Education.
- (iv) *Deputy Director of Physical Education for the campus.*
- (v) Director of Youth Welfare.
- (vi) University Medical Officer.
- (vii) University N.C.C. Officer.
- (viii) University N.S.S. Officer.
- (ix) Wardens of University Hostels.
- (x) Representatives of students elected in accordance with the rules laid down by the Syndicate.
- (xi) Three teachers of the University to function as consultants to be nominated by the Vice-Chancellor, on the recommendation of the Dean of Students' Welfare.

This Committee may appoint sub-committees to deal with the various problems of the student welfare, organisation of student service as also of student activities.

*The incumbent shall not be allowed Provident Fund benefit or Dearness Allowance etc., on the basis of his allowance.

CHAPTER IV(B)

APPOINTMENT OF WARDENS OF UNIVERSITY HOSTELS

1. The Vice-Chancellor shall have authority to appoint whole time or part-time Wardens for the various Hostels of the University.

2. No one above the rank of a Reader shall be appointed a part-time Warden.

3. The term of appointment of a part-time Warden shall be for one year in the first instance. He may, however, be reappointed, if his work is found satisfactory for one year at a time, subject to a maximum term of five years.

4. The amount and nature of the allowance, etc., to be granted to part-time Wardens shall be as laid down by the Syndicate.

5. The pay-scale of whole-time Wardens shall be approved by the Senate from time to time. They shall be entitled to benefits of Provident Fund, etc., as laid down by the regulations for other whole-time employees of the University.

CHAPTER V(A)

A—UNIVERSITY TEACHERS

(Regulations under Section 31(1) and (2)(e) of the Panjab University Act, 1947).

1.1. In this Regulation University Teachers will mean Professors, Readers and Lecturers and such other persons as may be approved for imparting instruction in the University or in institutions managed by the University and are designated as teachers by the Senate.

1.2. The conditions of service of University Teachers shall be the same as for other officers of class A, laid down in the regulations of Chapter VI, Calendar, Vol. I.

1.3. The main duties of the University teachers shall be to teach and to engage in and guide research. It shall also be their duty—

- (a) to give instruction in accordance with the curriculum prescribed by the University;
- (b) to examine candidates for admission to University classes for Degree and Honours courses in the subject(s) committed to their charge, when appointed by the Syndicate, and to be responsible for such examinations as may be decided by the competent authority; and
- (c) to take part in the organisation of the work of the University when assigned to any of the University bodies.

2. The Senate shall have power to determine, from time to time, after considering the recommendations of the Academic Council and the Syndicate, the Departments of Study for which Professorships, Readerships and Lecturerships shall be instituted.

No new appointment of a Professor, Reader, Lecturer or any other teacher shall be made unless the Senate has previously sanctioned the creation of the post. When such posts are instituted, the Senate shall provide in connection therewith libraries, laboratories and other facilities for teaching and research.

3. Save as provided in Regulation 5, the salaries and grades of Teachers in the University shall be fixed by Senate. Syndicate shall, however, be competent to—

- (a) grant, in a special case of approved service, a personal allowance not exceeding rupees one hundred per mensem to a teacher who has

attained the maximum of his grade and has put in thereafter a period of not less than seven years' of service; and

- (b) allow, for meritorious work, on recommendation of Vice-Chancellor, accelerated promotion within the grade.

4. Whenever there is a vacancy in the post of a Teacher, the post shall be advertised and applications invited before the vacancy is filled. Provided that the Vice-Chancellor shall have power to place before the Selection Committee the name of suitable persons for its consideration along with the applications received in response to the advertisement.

5. Notwithstanding anything contained in these Regulations—

(a) Vice-Chancellor shall have authority to—

- (i) make an emergent temporary appointment for a period not exceeding one year; and
- (ii) allow higher starting salary within the grade of the post;

(b) Syndicate shall have the authority to make emergent temporary appointment on the recommendation of the Vice-Chancellor—

- (i) for a period exceeding one year; or
- (ii) allow higher starting salary within the grade of the post;
- (iii) on contract basis for a limited period.

An appointment made under this Regulation shall be reported to Senate.

6. Save as provided in Regulations 5 and 8, whenever a Professor or a Reader is to be appointed, Syndicate shall appoint a selection Committee consisting of five persons at least two of whom shall be experts, in the subject concerned, from outside the territorial jurisdiction of the University.

This Committee shall interview suitable persons and make recommendations to Syndicate.

The Committee, in recommending a person for appointment as Professor or Reader shall have regard to (i) his capacity for research, (ii) his ability as a teacher, and (iii) generally his eminence in the subject of his profession.

7. Save as provided in Regulations 5 and 8, whenever a Lecturer is to be appointed, Syndicate shall appoint an ad hoc Committee of five persons of whom at least two shall be experts in the subject concerned. This Committee shall interview suitable persons and make recommendations to Syndicate.

8. Nothing in these Regulations prevent Senate from appointing, in special cases, short term or temporary teachers with special terms and conditions of service.

9. A member of the teaching staff holding permanent post of a Professor or a Reader or a Lecturer of the University shall not be allowed, without permission of Senate to resign his post before the end of academic year i.e. April 30, and he shall give, for this purpose, not less than three months' notice to the University, provided that Senate may, in special cases, waive the notice to such extent as it may think fit.

10. The Senate shall have power to terminate the appointment of a University Teacher on the ground of incapacity, inefficiency or misconduct involving *inter alia* moral turpitude.

CHAPTER V(B)

B—ADDITIONAL PROVISIONS FOR PROFESSORS AND READERS

1.1. The appointment of a University Professor or Reader may be made in a substantive vacancy (except that of a person appointed on probation), for an initial limited period or it may be made without time limit up to the age fixed for retirement.

1.2. Where the Senate has decided to retain a Professor or Reader after the initial period of appointment, without specifying a further period, the re-appointment shall be without time limit up to the retiring age.

1.3. Where an appointment is made for an initial period, the Senate shall consider not later than 31st March preceding the end of such period the question of continuance of the appointment and the appointment shall not lapse at the end of that period unless the Senate shall have so decided not later than March 31st preceding; and failing such notice the appointment shall be deemed to be renewed for one further year as from the end of the initial period with notice that it will lapse at end of such further year.

2. In addition to the duties of teachers as defined under Regulation 1.3 of Chapter (V) (A), it shall be the duty of a Professor or Reader—

- (a) to contribute to the advancement and diffusion of knowledge especially by the prosecution and promotion of original research.
- (b) When working as Head of the Department, to guide and co-ordinate studies in his subject in consultation with the other teachers working in his Department and under the direction of the Dean of University Instruction.

3. The Senate may, on the recommendation of the Syndicate, confer the title of 'Professor Emeritus' on any distinguished teacher of the University on, or after his retirement, in recognition of his scholarship and conspicuous service to the University, provided that no such title shall be conferred unless the connection of the teacher with the University shall have extended over a period of not less than ten years. A Professor Emeritus shall for all purposes of courtesy and on ceremonial occasions be upon the same footing as a Fellow of the University but he shall not as such be entitled to membership of any University body or authority.

CHAPTER V(C)

C—THE VISHVESHVARANAND INSTITUTE OF SANSKRIT AND INDOLOGICAL STUDIES

1. For the development of Sanskrit and Indological Studies, the University shall maintain at Hoshiarpur the Vishveshvaranand Institute of Sanskrit and Indological Studies, hereinafter called the Institute, as the Main Centre for the said studies.

2.1. Subject to the general control of the Syndicate and the Senate, the affairs of the Institute shall be managed by a Board of Control, hereinafter called the Board.

2.2. The Board shall consist of eight members :

- (i) The Vice-Chancellor, as Chairman;
- (ii) The Director of the Institute;
- (iii) Three members to be nominated by the Syndicate of the University;
- (iv) Three members one of whom shall be designated as the Vice-Chairman, to be nominated by the

Executive Board of the Vishveshvaranand Vedic Research Institute Society.

2.3. In the absence of the Chairman and the Vice-Chairman, the members present shall elect a Chairman to preside at the meeting.

2.4. The Registrar, or any other officer nominated by the Vice-Chancellor, shall act as the Secretary.

2.5. The members nominated by the Syndicate shall be members of the Senate and the term of such members shall be co-terminous with their term of Fellowship.

3. Three members shall form the quorum at a meeting of the Board.

4. The Institute shall undertake—

- (a) Teaching;
- (b) Research; and
- (c) Publication of Research works and journals.

The Institute shall also maintain the Vishveshvaranand Library.

5. The Board shall make recommendations, for consideration of the relevant authorities of the University, in regard to the following matters :—

- (i) creation or abolition of any posts;
- (ii) revision of pay-scales of the Staff.

Provided that—

- (a) Shri Vishwa Bandhu shall be the first Director (Honorary) of the Institute for his life time;
- (b) The first Director shall have authority to make temporary appointments of staff below the rank of Lecturer for a period not exceeding three months against the vacancies falling during the academic session.

6. The staff of the Institute shall work under the general supervision of the Director.

7. The Director shall exercise all powers as are exercised by Heads of other University Departments, provided that he shall have power to incur expenditure within the budget allotment under the Head Contingencies.

8. The first Director of the Institute shall be an *ex-officio* Chairman of the Board of Studies in Sanskrit.

9. The working hours of the Institute shall be as determined by the Director from time to time.

10.1. The conditions of service of the staff of the Institute shall be the same as for other employees of the University.

10.2. The former employees of the Institute, other than those of the Traditional Sanskrit Teaching, taken over by the University, shall be deemed to be in the University service with effect from 1-7-1965.

10.3. The staff of the Traditional Sanskrit Teaching shall be deemed to have entered the University service from 1-4-1966.

11. Teachers engaged in Post-Graduate and Traditional Sanskrit Teaching shall be entitled to Summer Vacation, but other shall be treated as non-vacation staff and shall be entitled to leave as provided in Chapter VI "Appointment, and Conditions of Service of University Employees". No substitute will, however, be appointed for the leave period.

CHAPTER VII(A)

A—REGISTER OF STUDENTS

(Regulations under Section 31(h) of the Panjab University Act, 1947)

1.1. The Registrar shall maintain in such form as the Syndicate may from time to time, prescribe, a Register of all undergraduates and graduates studying for University examinations in the University Teaching Departments including Regional Centres and the affiliated institutions or carrying on research work in the University.

1.2. The register shall contain in respect of each student, the name in full, the name of father, institution entered, year of admission, year of passing the Matriculation/Higher Secondary examination, every pass or failure in a University examination with roll number, and any University scholarship, medal or prize won.

1.3. Any student who is not registered with this University shall pay to the University, at the time of admission, a registration fee of Rs. 5, through the Department/College which he joins.

No further fee for registration shall be charged except in a case of re-admission of a student whose name is struck off the rolls of the Department/College and in that case he shall pay Re. 1/- for making necessary entries in the University Register.

2. The Head of the University Teaching Department and the Principal of every affiliated college shall forward to the Registrar within one month of the date of admission the names of the students in the prescribed form together with their registration, sports and continuation fees as required by the regulations. In case a Department/College fails to do so, the matter shall be reported to the Syndicate forthwith. In the case of a student who is already registered with the University, the Registered Number will be indicated and in his case the registration fee shall not be payable.

3. If a student's name is struck off the rolls of the institution, or he migrates to another institution or is rusticated or expelled, such fact shall, immediately, be reported to the Registrar for record in the Register of students and such other instructions as may be necessary.

4. Students registered under the preceding Regulation shall be called "Students of the University".

5. On registration the student shall be informed through his Head of the Department/Principal of the number under which his name has been entered in the register, and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University examination.

6. Applications for admission to University examinations shall be scrutinised with reference to the University Register. The Registrar may refuse to accept the application of a candidate about whom complete particulars have not been reported, and require him to forward through the Head of the Department/Principal a complete statement of the particulars together with an additional fee of rupees two.

7. A person who applies for permission to appear in an examination as a private candidate shall quote his registered number and if he is not already registered with the University, he shall get his name registered before he is allowed to appear in the examination.

8. A registered student is entitled to get a certified copy of all the entries under his name on payment of rupees five.

9. Every student on the rolls of a University Teaching Department/Affiliated College shall pay the following fees to the University :

- (a) 50 Paise per annum towards Holiday Homes;
- (b) *50 Paise per month for N.C.C. Training from such candidates as have enrolled themselves for this Training;
- (c) Rs. 2 per annum as continuation fee

10. A person applying for change of his name in the Register shall submit his application—

- (a) in the case of a regular student, through the Head of the Department/Principal of the college last attended by him;
- (b) in the case of a private candidate, through a Gazetted Officer or the Principal of an affiliated college, or an Officer of the University not below the rank of an Assistant Registrar, or (in the case of a Government employee) through the Head of the Department in which he is employed.

The application shall be accompanied by—

- (i) a fee of Rs. 11 (including Re. 1 for notification in the government gazette).

or

a fee of Rs. 6 in the case of a woman who changes her name after marriage;

- (ii) an affidavit relating to his present and proposed name duly sworn in the presence of a Magistrate or an Oath Commissioner by his parent or guardian in case he is minor or by himself, in case he is major; and
- (iii) a cutting from a newspaper in which the proposed change of name has been advertised.

The change in name, when allowed, shall be notified in the Government Gazette.

*The additional fee shall be deposited in the account of amalgamated fund, but shall be earmarked for meeting the expenditure on N.C.C./N.C.C.R. only.

CHAPTER VII(B)

B—STUDENTS OF THE UNIVERSITY TEACHING DEPARTMENTS

(Regulations under Section 5 and 31(2)(1) of the Panjab University Act, 1947)

1. Students of the University Teaching Departments shall pay the prescribed fees and other charges to the University.

2.1. Students shall be under the control and discipline of the Head of the department concerned.

2.2. The Dean of University Instruction shall have the power to expel a student from the University on the charges of misconduct or any other serious offence according to the manner and procedure laid down in the Rules.

3. The Syndicate shall, from time to time, appoint Boards of Control for the various teaching departments of the University. Such Boards shall be appointed in January every year and shall consist of—

- (i) Head of the University department in the subject concerned as *ex-officio* chairman; and

- (2) not less than four, but not more than six teachers appointed by the Syndicate.

4. The Board of Control shall be the authority to admit students to the teaching department concerned. It shall also draw up the programme of teaching work for approval of the Dean of University Instruction.

5. The Head of the Department shall certify candidates for various examinations and submit their names to the Registrar in the prescribed forms, in accordance with the decision of the Board of Control.

CHAPTER VII(C)

C—ACADEMIC SESSION AND DATES OF ITS TERMS

1.1. The University academic year shall start on July 10 and shall end on April 30 every year. It shall have the following terms which shall be observed by all the University Teaching Departments and the Affiliated Colleges :—

(i) *Summer Term* :

July 10 to October 1 (10 days break from October 2 to October 11).

(ii) *Autumn Term* :

October 12 to December 24 (Winter break for 11 days from December 25 to January 4).

(iii) *Winter Term* :

January 5 to April 30.

Adjustments Whenever and wherever Considered necessary may, however, be allowed by the Vice-Chancellor.

1.2. The Vice-Chancellor may before the beginning of the academic session, fix the holidays for the University Teaching Departments and the Affiliated Colleges.

1.3. In addition to the holidays referred to in 1.2, an affiliated college may observe local holidays if any.

1.4. An Affiliated College may close, in an emergent situation, during a term, under intimation to the Registrar.

2. During a term, a teacher in a University Department or in an Affiliated College, shall be on duty, unless he has obtained leave of absence, from the competent authority.

3. Every student shall attend his classes on all working days unless he is granted leave of absence by the Head of the Department/College. If a student remains absent from his classes for a continuous period of seven days without leave, his name shall be struck off the rolls. Provided that he may be allowed re-admission in accordance with the Rules.

CHAPTER IV(C)

DEAN OF ALUMNI RELATIONS

1. The Senate, on the recommendation of the Vice-Chancellor and the Syndicate, may appoint a Dean of Alumni Relations. Such appointment may be renewed from year to year; but the maximum period for which a person may hold this office shall not exceed five (consecutive) years.

2. The quantum and nature of the remuneration payable to the Dean of Alumni Relations for performing the duties of this office shall be fixed by the Syndicate.

3. The Dean of Alumni Relations shall be the *ex-officio* Secretary of the Panjab University Alumni Association. He will maintain regular and up-to-date accounts

of the Association and of the Department of Alumni Relations.

4. The Panjab University Alumni Association shall—

- (a) provide a forum for the Alumni of the University for exchange of ideas and views on educational, cultural, social and academic problems of the day.
- (b) set up branches of the Association at suitable places in India and abroad;
- (c) promote contacts between various members of the Association by arranging meetings, etc., and also to enrol members; and
- (d) prescribe and collect membership fees and receive subscriptions, etc., and manage the funds so collected.

CHAPTER V(D)

Principals of Colleges maintained by the University

1. In these Regulations 'Principal' will mean Principal of a College (day or evening) maintained by the University.

2.1. Whenever there is a vacancy in the post of a Principal, the post shall be advertised and applications invited.

2.2. The Syndicate shall constitute a Selection Committee for considering the applications.

Provided that the Vice-Chancellor shall have the power to place before the Selection Committee names of suitable persons, who may not have applied for the post for consideration.

3. Subject to the provisions contained in this chapter, the condition of service of the Principals shall be the same as of other officers of Class A.

4. The duties of a Principal shall be :

- (i) To function as the executive head of the College and exercise general control over its working.
- (ii) To co-ordinate the activities of the Teaching Departments in the college with a view to maintaining the academic standards at the level prescribed by the University.
- (iii) To ensure wholesome teacher-student relations and to promote the welfare of the students within available resources of the College.
- (iv) To endeavour, through curricular, co-curricular and extra-curricular activities, to make the College responsive to the needs and requirements of the community it serves.
- (v) To create healthy interest among the students and their parents/guardians in the growth and development of the College. The Principal shall also be expected to participate in the teaching at the College.

5. Save as otherwise provided in this chapter, provisions contained in the regulations for University Teachers shall apply to the Principals.

6. The Senate shall have the power to terminate the services of the person holding the post of a Principal on the grounds of misconduct or incapacity provided that two-thirds of members present at a duly convened meeting of the Senate vote for his removal.

CHAPTER VIII(A)

AFFILIATED COLLEGES

CONDITIONS OF AFFILIATION

(Regulations under Sections 27(1) and 31(2)(i) and (k) of the Panjab University Act, 1947)

1.1. Applications for grant of affiliation shall be made by—

- (a) Director of Public Instruction or Head of the Education Department of the State concerned—in the case of a Government College;
- (b) the Chairman or any other authority appointed for the purpose by the Governing Body of the College—in the case of a non-government college.

1.2. The last date by which the applications should reach the Registrar of the University shall be November 1 of the year preceding the one in which it is proposed to start the college.

2. The application shall be accompanied by—

- (a) a statement containing full information regarding the Constitution of the Governing Body and the names of its members;
- (b) A statement showing the names of the teachers employed along with their qualifications and the number of teachers proposed to be employed, subject(s) proposed to be taught by each one of them, their salaries and grades of pay;
- (c) a complete plan (to scale) of the buildings and grounds;
- (d) statements indicating—
 - (1) number of students proposed to be admitted ;
 - (2) number of students not residing with their parents or guardians;
 - (3) arrangements made or proposed to be made for the residence, in the college or lodgings approved by the college, of students not residing with their parents or guardians;
 - (4) arrangements made or proposed to be made for (a) the supervision of students and (b) physical welfare of students including arrangements for games, physical training, playgrounds, and medical assistance;
 - (5) arrangements made or proposed to be made for the benefit of girl students if the college provides co-education.
- (e) number and character of the books composing the library, and the expenditure annually provided or proposed to be provided for the improvement of the library;
- (f) appliances (including laboratory equipment and apparatus and Chemicals etc.) provided or proposed to be provided for teaching the subjects in which affiliation is sought and amount to be annually expended on such appliances;
- (g) accommodation provided for the residence of the Principal of the college and of any members of the teaching staff in or near the college or the students hostel;

- (h) financial resources of the college, including a statement of the annual income and expenditure.
- (i) a statement showing the rates of fees proposed to be levied and the number of students exempted wholly or in part from such fees.

3. In addition to the requirements given in Regulation 2 the authorities applying for grant of affiliation to a new college shall produce, alongwith the application, evidence that they possess :—

- (i) *An Endowment Fund* according to the Rules framed by the Syndicate.
- (ii) Adequate buildings, equipment, furniture and library books or adequate funds, as determined by the Syndicate, for the purpose.

4.1. On receipt of an application for grant of affiliation to a new college, the Registrar shall, after all the papers in regard to the requirements of Regulations 2 and 3 are complete, place the matter before the Syndicate, which shall appoint an Inspection Committee.

4.2. The Inspection Committee shall visit the college in accordance with such instructions as may be given by the Syndicate and submit their report to the Registrar within ten days of the inspection. The report of the Inspection Committee shall be placed before the Syndicate.

4.3. If grant of affiliation is recommended by the Syndicate, the matter shall be placed before the Senate in accordance with Section 27 of the Panjab University Act.

4.4. If the affiliation is recommended by Senate, the application and proceedings of the Syndicate and Senate relating thereto shall be submitted to the Government for approval.

4.5. An application for grant of affiliation may be withdrawn at any time before an order is made by the Government.

5.1. An affiliated college may apply for grant of extension of affiliation if it has already complied with all the conditions imposed for its affiliation.

5.2. The application for grant of extension of affiliation shall be made by the authorities specified in Regulation 1.1.

5.3. The last date by which the applications should reach the Registrar of the University shall be as under :—

- (a) Extension of affiliation for a Science subject.—December 1 of the year preceding the one in which it is proposed to start the classes in the subject.
- (b) Extension of affiliation for a subject other than Science subjects.—December 31 of the year preceding the one in which it is proposed to start the classes in the subject.

Provided that the Syndicate may, for special reason, entertain such application after the last date.

6.1. The application for grant of extension of affiliation shall be accompanied by—

- (a) A statement showing the names of the teachers employed along with their qualifications and the number of teachers proposed to be employed, subject(s) proposed to be taught by each one of them, their salaries and grades of pay;

- (b) A complete plan (to scale) of the additional accommodation for the class rooms and laboratories, if any;
- (c) a statement of the number of students proposed to be admitted;
- (d) a statement of the number and character of library books and the annual expenditure provided or proposed to be provided for the Library in the subject/s concerned;
- (e) a statement of the appliances (including Lab. equipment, apparatus and chemicals, etc.) provided or proposed to be provided for teaching the subject/s for which the extension of affiliation is sought and the amount to be annually expended on such appliances.

6.2. In addition to the requirements given in Regulation 6.1, the authorities applying for extension of affiliation shall produce, alongwith the application, evidence that they possess the additional Endowment Fund, if any, as prescribed by the Syndicate, for grant of extension of affiliation.

7. The procedure for consideration of the application for grant of extension of affiliation shall be the same as laid down in Regulation 4 for grant of affiliation.

8. Every non-government affiliated college shall be governed by the regulations concerning the service and conduct of teachers as laid down by the University from time to time.

9. Every affiliated college shall comply with the requirements of Section 27 of the Panjab University Act and those of the various regulations contained in this Chapter : it shall also satisfy the University—

- (a) in regard to compliance of conditions imposed for grant of affiliation and other instructions considered necessary by the Syndicate, and
- (b) that the Rules laid down for the following are being observed :—
 - (i) conditions of Service and Conduct of Teachers in affiliated colleges (non-government) as contained in Part E of this chapter;
 - (ii) academic qualifications and teaching experience for teaching staff and the Principal as laid down from time to time; and
 - (iii) adequate equipment for library and laboratories;
- (c) in regard to financial resources.
- (d) conditions for grant of affiliation laid down by the University; and
- (e) instructions considered necessary by the Syndicate in the light of an inspection report.

10. If a college fails to start classes during the academic year for which permission has been given, the affiliation or extension of affiliation in the subject or subjects concerned shall stand cancelled.

11.1. If, at any time, the University finds that a college appoints a Principal or a teacher whose qualifications do not conform to those laid down by the University, or is not complying with the requirement of Section 27 of the Panjab University Act, various regulations and rules of the University, or any instructions issued by the Syndi-

cate, the Syndicate will have the authority to impose one or more of the following penalties :—

- (1) students of the college concerned shall not be accepted for the University examination;
- (2) the college staff shall be debarred from University work such as appointment as examiners, superintendents of examination centres, etc;
- (3) the Principal or the teacher concerned shall be debarred from seeking election to a University body or his name shall be removed from the list of members of a University body;
- (4) the University may withdraw affiliation granted to the college, in part or in whole.

11.2. If after enquiry it is found that an affiliated college under private management is not being properly administered, the Syndicate may authorise the Vice-Chancellor to appoint a representative or representatives of the University on the Managing Body of the College for such period as may be prescribed by the Syndicate.

11.3. In the event of disaffiliation of a college, the Syndicate shall have power to decide regarding the disposal of the "Amalgamated Fund".

12. Every college must comply with all the conditions, imposed for grant of affiliation, within the stipulated period, failing which affiliation may be withdrawn.

13. If any college does not provide instruction, for three years continuously, in a subject or subjects in which affiliation had been granted, the affiliation in such subject or subjects shall stand cancelled.

14.1. An inspection of every affiliated college shall be held ordinarily once in every three years and at other times, where, in the opinion of the Syndicate, such inspection is necessary. Inspection Committee shall be appointed by the Syndicate on the recommendations of the Vice-Chancellor.

14.2. The inspection will be directed primarily to the purpose of ascertaining—

- (a) if the conditions of affiliation prescribed by and under these regulations are being complied with;
- (b) that adequate measures are taken to ensure efficiency as regards—
 - (i) qualifications of and duties performed by members of the staff;
 - (ii) instruction, residence and supervision of students;
 - (iii) accommodation for classes and administrative offices;
 - (iv) furniture, apparatus and sanitary arrangements;
 - (v) library;
 - (vi) registers for various purposes; and
 - (vii) other similar matters.
- (c) if regulations concerning the science practicals are being complied with and the laboratories are properly fitted with requisite apparatus, gas and water-supply.

14.3. The report of inspection shall be submitted in the printed form, within 10 days to the Registrar for consideration of the Syndicate.

14.4. If the report calls for any action by the Syndicate, the Syndicate shall specify the points in which it considers the college deficient and fix a time, which may be extended for sufficient reasons, within which the college shall take action necessary to comply with the directions of the Syndicate.

15. In the month of July or August or in such other month as the Syndicate may, from time to time, determine, the Principal of every affiliated college shall submit annually a report to the Syndicate indicating—

- (a) the changes in the management,
- (b) the staff,
- (c) changes in the teaching staff and qualifications of new members,
- (d) number and distribution of students.
- (e) income and expenditure of the previous financial year,
- (f) results of examinations,
- (g) scholarships,
- (h) condition of library, and
- (i) number of students in the college hostel.

16.1. A college affiliated in a particular subject for the Master of Arts examination may, subject to the approval of the programme of teaching by the Academic Council, either (i) provide all the necessary instruction in that subject for its own students, or (ii) take part in an intercollegiate programme of instruction with, or without the assistance of University teachers.

Unless exempted by the Academic Council, with the consent of the Principals of other colleges concerned, no college shall be entitled to present candidates for the examination unless it provides, or is prepared, if so required, to provide an approved teacher for a course of lectures (of at least two periods a week) and further provides for its own students tutorial supervision and instruction.

16.2. Where two or more colleges, with or without the assistance of University teachers, agree to share the teaching work in a particular subject for the Master of Arts examination, and their programme has been approved by the Academic Council, there shall be constituted a Committee of Control for each group providing combined teaching. The Committee shall consist of the Heads of the Departments of the particular subject in each participating college and any University Professor or Reader taking part in such programme of instruction.

16.3. The Committee of Control shall be the authority empowered to admit students to the class, to draw up the programme of teaching work for approval by the Academic Council, and to certify the candidates for the examination.

The Committee shall report to the Dean of University Instruction in January of each year whether the students of each class are, in the opinion of the Committee, suitable candidate for the examination.

When a college provides the whole teaching staff itself, the functions of the Committee of Control shall be exercised by the Head of the Department of the subject in that college.

17. Every college Principal shall associate with him a Standing Advisory Council consisting of 5 or more senior teachers for the smooth and efficient running of the college administration.

18. An affiliated college having on its rolls, 1,000 or more students may appoint an officer to be called 'Registrar' for dealing with routine clerical work to enable the Principal to devote enough time to academic and administrative matters.

19. Every affiliated college shall observe the regulations laid down for admission, migration and inter-collegiate matters given in Part D of this Chapter. If a college fails to do so, the Syndicate may take such action as it may deem necessary under Regulation 11.1. of this Chapter.

CHAPTER VIII(B)

Publication of Books by Teachers of Affiliated Colleges

20.1. A teacher in an affiliated college who intends to publish a book for use in a class of an affiliated college pertaining to a syllabus prescribed by the University shall submit to the Dean of University Instruction, the manuscript of the book along with a fee of Rs. 100, for permission to publish such book. The Dean of University Instruction shall obtain opinion of experts in the subject and decide if the book is suitable for the students and worthy of publication. The Dean of University Instruction shall have final authority to grant or refuse permission.

20.2. If a teacher fails to comply with the requirement in 20.1. the approval of his appointment to teach in an affiliated college shall be withdrawn by the University and it shall be obligatory on the part of his employers to terminate his services forthwith.

CHANDIGARH :

Dated : May 23, 1972.

K. C. WALIA
Officer on Special Duty (R)

Sealed in my presence with the common seal of the Panjab University, this day the 23rd of May, 1972.

JAGJIT SINGH
Registrar

